Multi-State Meeting Travel Funding

The College of Agriculture, Food, and Environment Research Office provides funding for one Multi-State Project Representative to attend each authorized meeting annually. This includes Informational Exchange Group and Development Committee annual meetings

Faculty Member's Name _____ e-mail_____

Department _____ Phone _____

Multi-State Project Number _____ Meeting Dates _____

Meeting Location _____ Department Fiscal Officer _____

Estimated Itemized Budget:

Registration fee		_____
Lodging, per day _____	x (number of days) _____ =	_____
Per diem _____	x (number of days) _____ =	_____
Airfare		_____
Ground Transportation		_____
Other (please explain)		_____
Other Expenses (please explain)		_____
GRAND TOTAL		_____

Chair Endorsement: This faculty member will represent the College of Agriculture at this Multi-State Meeting.

Chair Signature _____

Please e-mail form to alyson.gibson@uky.edu. You will receive notification of expenditure approval via e-mail. Upon return from Multi-State meeting, submit travel voucher to Alyson.Gibson. A budget transfer of the approved expenditures will then be made to your department's Multi-State parent account.

Research Office Approval: _____ _____
Signature Date

For Research Office Use Only:

Authorized meeting e-mail received _____ CRIS record _____ PI officially on project _____

Travel Voucher Received _____ Budget Transfer complete _____ Copy to File _____