

Gender & Women's Studies Travel Request

Use this request form for one trip only.

Attach relevant proof of participation to the form. (We may use this for "brag Points.")

- 1) After obtaining the endorsement of GWS Coordinator, Dawn Hall, submit this form to Dr. Allison Langdon.
- 2) If you are requesting funds from Potter College, check out their website: <https://www.wku.edu/pcal/studenttravel.php>
- 3) At least two weeks prior to the trip, submit the Travel Authorization Form to Dawn Hall. The link for this is <https://intranet.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TravelAuth>
- 4) Upon your return, submit original receipts, departure & return times, and any meals not claimed per diem, to Renee Purdy.

Amount Requested from GWS:

Amount from other sources:

Date submitted: _____

Name: _____ Program: _____

Destination: _____ Date(s): _____

Purpose of Travel (e.g., conference name) (do not abbreviate): _____

Please describe your professional activities and/or function(s) at the conference or meeting for which you are requesting funding (include cost-saving measures) _____

Itemization of Expenses

	Rate	# of days	Total
Airfare			
Car Rental			
Lodging			
Per Diem See Chart			
Registration			
Miscellaneous			

Mileage is 40¢ per mile.

Round Trip Miles at 40¢ = _____ miles x. 40 = \$ _____

Total Travel Cost: \$ _____

Signature: _____

Program Coordinator Signature: _____

Per Diem:

Breakfast 6:30-9:00 am	\$10	\$11	\$12	\$13	\$14	\$15
Lunch 11:00-2:00 pm	\$15	\$16	\$18	\$19	\$21	\$22
Dinner 5:00-9:00 pm	\$26	\$27	\$29	\$32	\$34	\$37
Total	\$51	\$54	\$59	\$64	\$69	\$74

Time for meals include travel at listed time or before and ends at listed time or after.

To find which rate your destination falls under, please visit the following links.

www.gsa.gov/portal/category/21287

Number of Breakfasts: _____ at \$ _____ = \$ _____

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TOTAL PER DIEM = \$ _____