

# REQUEST FORM - BUSINESS TRAVEL, PROFESSIONAL MEETINGS, STAFF DEVELOPMENT

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Name \*

Date of Request \*

Discretionary professional development travel within annual funding limit: \*

- \$2,000 for year (librarians prior to reg. appt in years 1-6)
- \$1,700 for year (others)
- Administrative, non-discretionary travel for which full funding is requested

Name of meeting or workshop \*

Location \*

Attending Dates \*

### Estimated Costs

Registration

\$

Lodging

\$

Air Travel

\$

Other (specify)

\$

Other Travel

\$  (mileage, tolls, Amtrak, public transit or taxi, etc)

Meals

\$  (reimbursed at receipt value up to max per diem rate each)

Total Expenditures \*

\$

Release Time (days CON) \*

Reasons for attendance, anticipated benefit to University Libraries, etc.; noting degree of involvement (e.g. presenting paper, officer, required TU representative, etc.) \*

Department Head's Recommendation

Complete and return to Richie Holland, Library Administration, richieh@temple.edu

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Approve: Yes / No

Funds Committed: \$ \_\_\_\_\_

Fund 100000 Org: 25010

Fund 517313 Org 25010

Other FOAP: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to Traveler: \_\_\_\_\_