

**SILS STUDENT
CONFERENCE OR PROFESSIONAL ACTIVITY
TRAVEL REQUEST**

Please submit the following information to the Associate Dean of Administration for approval at least one week prior to travel.

Name: _____ **Date submitted:** _____

Email: _____ **PID** _____

Conference or professional activity _____

Location: _____

Date from: _____ **through** _____

Purpose of leave (check as many as apply)

- To enhance the visibility of a department or program to its peers and/or future or current customers**
- To exchange information and Knowledge relevant to improving the services of this department**
- To enhance skills relevant to improving volunteer services that are used to support a department or program**
- To provide for other activities in support of this department or program.**

INTERNATIONAL TRAVEL

If you are traveling internationally, please be sure to register with the UNC Global Travel Registry. (globaltravel.unc.edu)
For insurance reasons please complete the following items if you are traveling internationally. SILS staff will complete the necessary paperwork for insurance. (There is a required fee associated with this insurance.)

Date of Birth: _____ **Country of Citizenship:** _____

Home Address: _____

If travel support is required, please provide an estimate of expenses. Be sure to include transportation, registration fees, meals, room and any other expenses.

TOTAL ESTIMATED EXPENSES: _____

Travel will be funded by:

- Carnegie Grant (please complete an application)
- Conference Travel funds (please complete an application)
- Grant Funds (specify grant) _____

Traveler's Signature _____

PI signature approval:	
Reimbursement cap if any?	Full chartfield string:

FOR OFFICE USE ONLY:	
Tammy Cox, Associate Dean of Administration	
Insurance:	T/C: