## **Request for Professional Travel Funds**

Virginia Military Institute

All requests for travel must include this completed form and a letter of endorsement from your department head. One application must be submitted for each traveler, including cadets.

Name:	Department		
Dates of Trip:	rip:City		
Name of Conference: _			
Are you participating or	n the program? Yes No		
If so, describe your role	2:		
If not, explain why you	wish to attend:		
Regulations, please ca	nted rates for reimbursement des lculate a fair estimate of your exp el, please contact Ms. Anita Davis	penses for this trip. For allowa	
Item	<b>Estimated Expense</b>	Funding (Leave Blank)	7
	_	(For Dean's Office Use Only)	
Airfare			
Car mileage			
Parking			
Lodging			
Meals			
Registration Fee			
Other:			
Total			+
<ol> <li>Have you completed the second s</li></ol>	r estimated expenses against the State-in the exception for lodging form, if necess the funding if we are unable to fully fund	ssary? Yes No I your request? Yes No	
Signature:	Date of request:		

Return this form with your department head's letter of endorsement: Colonel Robert L. McDonald, Associate Dean for Academic Affairs, 210 Smith Hall.