

UK Libraries Staff Travel and Development Form

Note: Form is due in Library Administration Office 8 weeks before registration deadline.

Name: _____ Department: _____
 Person ID: _____ Phone: _____
 Name of Workshop/Conference/Meeting: _____
 Inclusive Dates of Meeting: _____ Inclusive Dates of Trip: _____
 Destination (including city and state): _____
 Brief justification for your attendance: _____

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Are you willing to write up a brief summary of the event for the *Off the Shelf Newsletter*? Y N
 What is your attendee status? Training Presenter Officer Participant Other (list):
 Is this program similar to one offered on UK's campus? Y N
 (If yes please attach a written justification as to why you wish to attend off campus)

Are you requesting travel funds? Y N
 Are you requesting a pre-payment? Registration Airfare
 If traveling by auto, check one: Personal Vehicle State Vehicle

Estimated Travel Costs

Note: Must complete even if reimbursement is not being requested

| Travel Item | Cost to Employee | Requested Amount from Staff Travel & Development Funds |
|--|------------------|---|
| Airfare (out-of-state only) | | |
| Auto (Miles x \$0.55) | | |
| Hotel | | |
| Subsistence (See Travel Sub. Reimbursement Form) | | |
| Ground Transportation | | |
| Registration Fee | | |
| Other (List) | | |
| TOTALS | \$ | \$ |

Library Administration Use Only

Total Cost of Travel: \$ _____ Supervisor Approval: _____ Date: _____

Total Amount Approved for Funding: \$ _____

Administration Approval: _____ Date: _____