



**Office of Vice Chancellor for Research
Application to Request Travel Funds to Visit Funding Agency**

Name: _____ Today's Date: _____
College: _____
Department: _____ Position: _____
Date (s) of proposed travel: _____
Agency to visit: _____

Purpose of visit: _____

Estimated Costs of Travel

Car: _____
Plane: _____
Train/bus: _____
Hotel: _____
Meals: _____
Local Travel (Taxi/bus): _____
Other: _____
Total: _____

Signature of traveler: _____ Date: _____
Signature of Grants Officer: _____ Date: _____

Completed form including both signatures must be submitted to the Office of Academic Affairs (see address below) at least one week prior to date of travel. If approved, the form will be signed and returned to the applicant prior to the date of travel.

Approved by Office of Vice Chancellor for Research: Yes _____ No _____

Signature: _____ Date: _____

Applicant will be directly reimbursed for all out-of-pocket expenses. Upon completion of travel, please complete a Research Foundation Travel Expense Voucher and Request for Payment Form (RF-041, can be obtained from the grants office at your institution) and attach all receipts within two (2) weeks from date of completion of travel. Please note that in order to receive subsequent travel funding, prior request must be completed.

Please send to:
Dr. Gillian Small
Vice Chancellor for Research
City University of New York
535 East 80th Street, 5th Floor
New York, NY 10075
Phone: (212) 794-5417
Fax: (212) 794-5378
Attention: Derek Steele