

LOYOLA UNIVERSITY CHICAGO  
SCHOOL OF EDUCATION

**2011 – 2012 REQUEST FOR CONFERENCE TRAVEL**

**Note: LUC reimbursement form can be downloaded  
from <http://www.luc.edu/finance/forms.shtml>**

**Complete the following and submit electronically to Associate Dean Kasper  
@ [bkasper@luc.edu](mailto:bkasper@luc.edu) .**

1. Request by (name and rank): \_\_\_\_\_  
\_\_\_\_\_

2. Date of Request: \_\_\_\_\_

3. Request Amount: \_\_\_\_\_

4. Inclusive Dates of Requested Activity: \_\_\_\_\_

5. Request Rational – (Name and location of conference, title of your presentation or explanation of your responsibilities at conference)

7. Proposed Budget (only include amounts for which you are requesting reimbursement):

Registration fee:	\$
Air Transportation:	\$
Ground transportation:	\$
Hotel (include taxes):	\$
Meals (list per diem for conference city):	\$
Other (please explain):	\$
<b>TOTAL REQUEST</b>	<b>\$</b>

8. Additional Comments: (about the purpose or nature of this request, or additional information to assist in making a final decision)