

## Request of Travel Grant to Visit Funding Agencies

The Office of the Vice Chancellor for Research (OVCR) will cover ½ of the expenses of a faculty member (up to \$1,500 per academic year) to meet with funding agencies, program offices, and Foundations to explore sponsored program opportunities. This form must be completed and submitted at least 30 days prior to the visit. The applicant must be a faculty member of SIUC at the time of the request and at the time of the visit. Funding is awarded on a first-come, first served basis.

### Section I

Applicant Name: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

College and School: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Enter a description of the funding agencies, foundations, and program offices to be visited and the sponsored program opportunities to be explored. Please include the specific names/titles of people, places/locations that you expect to visit and exact dates/times that these secured events will occur in pursuit of extramural support. If other travel is to be associated with the visits, indicate so and request support only for the incremental portion of travel expenses associated with the visit in the budget below.

### PURSUIT OF EXTRAMURAL SUPPORT TRAVEL GRANT BUDGET

	TOTAL FUNDS REQUIRED
<b>Airfare</b>	\$
<b>Lodging</b>	\$
<b>Transportation</b>	\$
<b>Other</b>	\$
<b>TOTAL</b>	\$

### Section II – Signatures

## Request of Travel Grant to Visit Funding Agencies

**APPLICANT:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(MM/DD/YY)

**Match Pledged: \$** \_\_\_\_\_

**BP:** \_\_\_\_\_

**Signature of person guaranteeing matching funds:**

**Date:**

\_\_\_\_\_  
(Printed name and signature for amount of match pledged)

\_\_\_\_\_  
(MM/DD/YY)

**VCR Pledged Amount: \$** \_\_\_\_\_

**BP:** \_\_\_\_\_

**Office of the Vice Chancellor  
for Research:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_  
(MM/DD/YY)

Travel Regulations, Policies and helpful links can be found at the following web address  
<https://as.siu.edu/travel/>

Per Diem rates can be found at the following web address  
<https://as.siu.edu/common/documents/travel/reimbursement.pdf>

Please submit this completed form along with the correspondence that shows you were invited to visit.  
Submit via email to [jackiel@siu.edu](mailto:jackiel@siu.edu) at least 30 days prior to the visit.