

**UMKC Conservatory
Faculty Travel Funding Request**

Date submitted: _____

Name

Division

Campus phone

Email

Description of Event

Name of Event

City/State/Country of Event

Dates of Event

Event Fees

Describe the event, your role (performer, presenter, session chair, participant, etc.) and provide a brief description of the importance of the event toward your professional development.

Cost Estimate

Transportation:

Airfare \$ _____

Car Rental \$ _____

Mileage _____

Lodging:

Number of nights _____

Cost/night \$ _____

Total Cost: \$ _____

Per diem:

No. of days _____ x per diem: \$ _____ = Total per diem cost: \$ _____

Total Overall Cost: \$ _____