

**Department of Art and Art History
Request for Woods Travel Funds**

Funding Period: check one

- Travel from Jan 1 - Jun 30 Travel from July 1- Dec 31

Name: _____ **Title/Rank:** _____

Purpose of Travel:

Leaving From: _____ **Departure Date & Time:** _____

Destination: _____ **Return Date & Time:** _____

Expenses: *Complete this budget information ONLY if you are not applying for a Hixson-Lied Grant for the same activity*

Air fare quote from Travel & Transport
Local ground transportation
Surface travel (train, bus, UNL vehicle, etc.)
Personal vehicle mileage: (enter miles, value calculated)
Lodging
Registration
Other:
TOTAL

Explanation of expense special arrangements (if necessary): _____

Funds from other sources:

Hixson-Lied Travel: Amount requested: _____ Amount awarded: _____

Other: Amount requested: _____ Amount awarded: _____

Honorarium, stipend, or other payment for this activity: Payment amount: _____

Signatures:

Applicant:

Committee Member:

Committee Member:

Committee Member:

Amount funded by Woods Travel: _____