

Yale University Library
ADMINISTRATIVE TRAVEL
Request for Funding Support

Please complete both sides, secure the required signatures, and return to Library Administrative Services. Incomplete forms cause delays so we are asking that all information is provided.

Name _____
Date _____
Department/Library _____
Phone _____
Function/Conference _____
Dates of Attendance _____
City _____
Sponsoring Organization _____

I. PURPOSE OF TRAVEL

_____ Training to improve or acquire skills in support of offered or anticipated services (describe how Yale Library will benefit)

_____ Institutional representation at conference

_____ Donor relations and transportation of collection material to the Library

_____ Site visit

_____ RLG business for (specify purpose or committee; indicate meeting dates)

_____ Other network, consortia business (specify) _____

_____ Vendor relations (specify vendors to be contacted) _____

_____ Other (specify) _____

II. ESTIMATE OF EXPENSES

A. Registration (member rate only)
\$ _____

B. Travel

1. Air fare (lowest rate)
2. Rail fare
3. Ground transportation in Connecticut
4. Ground transportation outside Connecticut
5. Auto: (number of miles _____ x rate per mile)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

C. Lodging (number of nights ____ x \$75 conf. rate)

\$ _____

D. Meals (number of days ____ x per diem rate)

\$ _____

E. Other (specify)

\$ _____

F. Total Costs

\$ _____

G. Amount of funding from other sources

\$ _____

(Please specify grant, Special Use Account, etc.) _____

H. Amount requested:

\$ _____

III. PRIORITIES

Indicate priority of this request among those Administrative Travel requests submitted:

Priority number _____ of _____ submitted.

Your signature _____

IV. APPROVALS

_____ Approve
_____ Disapprove

Department Head

Date

_____ Approve
_____ Disapprove

AUL

Date

Revised 6/96

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Comments and suggestions about this webpage should be made to LAS.
This page is located at <http://www.library.yale.edu/htmldocs/admintravel.html>