

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

**Funding Period:** check one

- Travel from Nov. 15 - Mar. 14     Travel from Mar. 15 - Jul. 14     Travel from Jul. 15 - Nov. 14

**Name:** \_\_\_\_\_ **Title/Rank:** \_\_\_\_\_

**Purpose of Travel:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Leaving From:** \_\_\_\_\_ **Departure Date & Time:** \_\_\_\_\_

**Destination:** \_\_\_\_\_ **Return Date & Time:** \_\_\_\_\_

**Expenses:**

Air fare quote from Travel & Transport	_____
Local ground transportation	_____
Surface travel (train, bus, UNL vehicle, etc.)	_____
Personal vehicle milage: (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: \_\_\_\_\_