

OEB TRAVEL INFORMATION FORM FY 2012

OEB Travel Grants OEB offers small travel grants of up to **\$400** per student per year for meetings at which the student is presenting a poster or talk, for off-campus courses or off-campus fieldwork. The annual cycle corresponds with UMass' fiscal year (July 1 – June 30). Reimbursement must take place within the fiscal year of travel and within one month of the return date of your travel. All receipts for FY 2012 travel must be submitted by mid-June.

- This form must be completed and returned to the OEB Office **before** your trip
- You must submit **original** receipts **within one month of your return**
- For e-tickets, the document you provide must state that it is a RECEIPT, not an ITINERARY
- If you plan to request reimbursement for mileage, please record your odometer readings and dates of travel at the beginning and end of your trip
- Requesting per diem is encouraged, especially for international travel—talk to Penny

Today's Date: _____

Will you be/were you on UMass Payroll at the time of your travel? **YES** **NO**

Name: _____ Title: _____
(student, postdoc, faculty)

Home Address: _____
(include city, state and zip)

Date of Departure: _____ Date of Return: _____

Time of Departure: _____ Time of Return: _____

Means of Transportation: _____

Estimated Cost \$\$ _____
(include food, accommodations, registration, and transportation)

Destination: _____

Purpose of Trip: _____

(e.g., Boston, MA to attend/present research at ESA National Meeting; Falmouth, MA to conduct gypsy moth field research)

Amount of Advance, if needed: \$ _____
(advances can be picked up no sooner than 10 days before departure date)

FOR OFFICE USE ONLY

Vendor #: _____ Speed Type: _____

Date of Advance _____

Date Disbursement Voucher submitted to Travel Office _____

Notes: _____
