

OEB TRAVEL INFORMATION FORM FY 2010

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.

- 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 or Pat

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: _____
