

## Multi-State Meeting Travel Funding

The College of Agriculture, Food, and Environment Research Office provides funding for one Multi-State Project Representative to attend each authorized meeting annually. This includes Informational Exchange Group and Development Committee annual meetings

Faculty Member's Name \_\_\_\_\_ e-mail \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Multi-State Project Number \_\_\_\_\_ Meeting Dates \_\_\_\_\_

Meeting Location \_\_\_\_\_ Department Fiscal Officer \_\_\_\_\_

**Estimated Itemized Budget:**

**Registration fee** \_\_\_\_\_

**Lodging, per day** \_\_\_\_\_ x (number of days) \_\_\_\_\_ = \_\_\_\_\_

**Per diem** \_\_\_\_\_ x (number of days) \_\_\_\_\_ = \_\_\_\_\_

**Airfare** \_\_\_\_\_

**Ground Transportation** \_\_\_\_\_

**Other (please explain)** \_\_\_\_\_

**Other Expenses (please explain)** \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

Chair Endorsement: This faculty member will represent the College of Agriculture at this Multi-State Meeting.

Chair Signature \_\_\_\_\_

Please e-mail form to [CAFEResearch@uky.edu](mailto:CAFEResearch@uky.edu). You will receive notification of expenditure approval via e-mail. Upon return from Multi-State meeting, submit travel voucher to the Research Office. A budget transfer of the approved expenditures will then be made to your department's Multi-State parent account.

Research Office Approval: \_\_\_\_\_ Initials of approver \_\_\_\_\_ Date \_\_\_\_\_

**For Research Office Use Only:**

Authorized meeting e-mail received \_\_\_\_\_ CRIS record \_\_\_\_\_ PI officially on project \_\_\_\_\_

Travel Voucher Received \_\_\_\_\_ Budget Transfer complete \_\_\_\_\_ Copy to File \_\_\_\_\_