

**Office of Grants, Research and Sponsored Programs**

**Proposal Development Travel Fund Report**

Name:       Department:

Destination:       Travel Dates:       to

Purpose:

 [ ]  Meet with program officer

 [ ]  Attend proposal preparation workshop

 [ ]  Other (please specify)

Proposed Funding Agency:

Outcomes of travel:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Please send this form to the Office of Grants, Research and Sponsored Programs, 302 Old Main, and attach the travel expense voucher to be processed for reimbursement.