**PART 2 TRAVEL FUNDING APPLICATION Deadline: JANUARY 15, 2016**

**Date** Click here to enter a date. **NAME:** Click here to enter text. **Dept / Div:** Choose an item.

**Email:** Click here to enter text. **@life.edu Cell phone #:** Click here to enter text.

**APPROVED Travel Dates**: ***Depart on 3/17/16 Return on 3/19/16 0r 3/ 20/16***

**Travel Costs:** Please submit for post-travel reimbursement within 7 days post-travel (see travel policy).

You will be reimbursed for reasonable costs for air fare in coach class, travel by Marta or parking fee in ATL and shuttle service to/from airport in Orlando, FL. Driving **(7hr 22min 458.7mi)** will only be reimbursed for mileage costs not to exceed the average airfare amount to the conference location.

**Air Fare Travel Costs** are reimbursed for coach class only. The Faculty Development Committee approves payment of lowest fare price options. Kayak.com shows approximate fares @ $300 - 400 to Orlando, FL. Please arrange your own **air fare\* by January 15th, 2016** then provide airfare confirmation numbers and amount paid a soon as you have that information.

***Airline:*** Click here to enter text. ***Conf#:*** Click here to enter text. ***Amount $:*** Click here to enter text.

**Food Stipend:** Check the necessary items below (based on dates of travel **Maximum = $120.00**) Remember No receipts are needed – you will be given a check prior to departure. Friday and Saturday lunch is provided by conference.(Check all that apply)

[ ]  Lunch Thursday $15.00 (Travel Day) March 17, 2015

[ ]  Dinner Thursday $25.00

[ ]  Breakfast Friday $10.00

[ ]  Dinner Friday $25.00

[ ]  Breakfast Saturday $10.00

[ ]  Dinner Saturday $25.00

[ ]  Breakfast Sunday $10.00 (Travel Day) March 20, 2015

**TOTAL $**Click here to enter text. **is my request for Food Stipend**

**Lodging Arrangements:** Conference Location is Renaissance Orlando, FL at SeaWorld

Life University Faculty Development Committee approves a maximum of 3 night’s lodging for Thursday, Friday and Saturday only. Life University has confirmation numbers for 15 reserved rooms as of 11/19/2015.

[ ]  **Option 1: Please make lodging arrangements for my roommate and me. I am sharing with a Life Employee.**

**My Roommate’s Name**: Click here to enter text.

**HOTEL Information**: Check–in: Click here to enter text. Check-out: Click here to enter text.

**I understand that will consist of Life University pre-paying for one night to reserve the room AND I will need to pay the balance due at check out and request a post-travel reimbursement.**

[ ]  **Option 2: I will make my own lodging arrangements and will request a post-travel reimbursement.**

**Roommate Name**: Click here to enter text.

**HOTEL Information**: Check–in: Click here to enter text. Check-out: Click here to enter text.

Reservations must be made with the conference hotel no later than**February 20th**to receive the conference discount rate of ***$195 per night****.* use the group code "**ACC-RAC 2016**". For those attendees who choose to make their reservations online [https://resweb.passkey.com/go/accrac2016](https://resweb.passkey.com/go/accrac2016%22%20%5Ct%20%22_blank)

***Life University Travel Policy is available on our website or on Blackboard Faculty Development eCenter (FD101)***

Applicant Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_/\_\_\_/\_\_

Supervisor Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_/\_\_\_/\_\_