For Faculty to Complete

Sample of Travel Budget Request	
Faculty Name: John Doe	
Destination(s): Los Angeles, California	
Dates of Trip: June 1-6, 2016	
Business Purpose: Summer Workshop	
Travel Expense	Cost per Student
Round trip airfare from NY-LA	$300
Ground Transportation (Taxi and Public Transit)	$100
Hotel Accommodations	$600
Total Budget	$1000

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