



SCHOOL OF COMMUNICATION

Travel & Professional Development Funding Request

Please submit this form electronically to the SOC dean, cc'ing their administrative assistant, and Business Manager Joy Boggs, allowing at least 72 hours for approval confirmation.

Name: Today's Date:

Conference, convention, workshop, etc. name:

Location: Dates:

Total Funding Requested: (**Please provide the detailed itemized costs below**)

Registration: Transportation: Lodging:

Per Diem: Other/Misc.:

Are you presenting research or creative work that was juried or accepted?

If so, please provide a brief description below:

Please describe your intended activity at this conference, convention, etc.:

Please describe how attendance at this event will benefit your research/scholarship, course instruction, and/or professional service:

Please describe how attendance at this event will benefit the School of Communication and promote the University's mission in research and/or teaching:



REIMBURSEMENT PROCEDURES:

- Both pages of the Loyola University Chicago Expense Reimbursement Form **MUST** be completed, signed and submitted within **30 days** after the conference to allow time for processing and approvals. Please be sure to attach copies of all receipts in addition to airline boarding passes/train/bus tickets, and the original hotel bill. The reimbursement form can be found here-<http://www.luc.edu/media/lucedu/finance/pdfs/expreimb.pdf>.
- All reimbursements submitted **more than 90 days** following the date of the expense or the last day of travel will be considered taxable income to the employee and subject to income withholding taxes.
- Funds for travel will only be reimbursed that follow the university policies stated here-
<http://www.luc.edu/finance/expensepolicy.shtml>.
- Lodging and meals are *only* reimbursable for travel outside of the Chicago metropolitan area.
- The standard meal allowance is based on the daily per diem rates of the city where the conference is held. The most up to date per diem rates can be found here- <http://www.luc.edu/finance/perdiem.shtml>.
- If all required documents are submitted and all procedures are accurately followed, the employee will receive reimbursement via direct deposit or check from the university in approximately 4-6 weeks.