REQUEST to UTILIZE IFO PROFESSIONAL STUDY and TRAVEL FUNDS (19B Funds)

→ **This fully-approved form must be uploaded to any/all corresponding Workday Spend Authorization(s).**
→ **A Spend Auth must be fully approved before a staff person may assist with purchases and/or vehicles.**
→ **Attach quotes or evidence of pricing/cost.**

Name of Faculty Member Requesting the Use of Funds	
Faculty Member's Program	Choose One
Faculty Member's School / Department	Choose one
Name(s) of Staff that may Assist with Purchase/Vehicle	
Account Number/Name for Spend/Expense	Choose one
Total Anticipated Estimate of the Spend/Expense	
Vendor Name(s)	

ACTIVITY INFO (New Section)

Use page 2 to list expense descriptions, amounts, & modes of payment (p-card-reimbursement-third party-other.)

Travel Departure Date:			Departure Time:
Travel Return Date:			Return Time:
Conference, Event, or Activity Name:			
Dates of the Conference, Event, or Activity:			

Will personal travel also occur during the specified travel dates? ◯ YES ◯ NO

If personal travel will also take place at any point between the departure and return dates, attach an itinerary which clearly outlines the days and expenses (such as transportation, lodging, meals, etc) that are designated as personal travel.

Faculty Signature		Date	
Name of Chair			
Chair Signature		Date	

With signature, the Chair indicates:
* There are sufficient funds in the account to cover the request.
* The purchase aligns with Article 19, Section B, Subd 3, and is approved by the Department.

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ITEMS/SERVICES REQUEST LIST:
Include mode(s) of payment and/or reimbursements, descriptions & evidence of expenses.
Example (delete and add your own information):

Hotel: $600: Charging to Pat Doe's P-Card
Airfare: $900: Charging to Pat Doe's P-Card
Conference Fee: $300: Charging to Pat Doe's P-Card
Meals: $150: Expense reimbursement
Parking: $66: Expense reimbursement