

**LAFAYETTE COLLEGE**  
**TRAVEL PLANNING FORM**

During the **2015-16 academic year**, I would like to request College travel assistance for the following trips. I have listed them in order of priority including any trips since July 1, 2015, which the College has already approved for support.

**First Priority Trip:** Registration: \$ \_\_\_\_\_

Name of Conference: Other Estimated Costs: \$ \_\_\_\_\_

Dates: Location:

Circle reason for attending: Alumni Affairs may contact me

Presenter	Panel Organizer	Discussant	No Direct Participation	Yes	No
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**Second Priority Trip:**

Name of Conference: Estimated Costs \$ \_\_\_\_\_

Dates: Location:

Circle reason for attending: Alumni Affairs may contact me

Presenter	Panel Organizer	Discussant	No Direct Participation	Yes	No
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**Third Priority Trip**

Name of Conference: Estimated Costs: \$ \_\_\_\_\_

Dates: Location:

Circle reason for attending: Alumni Affairs may contact me

Presenter	Panel Organizer	Discussant	No Direct Participation	Yes	No
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Name: \_\_\_\_\_ Date \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print)

**Department Head's Endorsement:**

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

Please return this form to Patsy Long, Provost's Office, by **October 9, 2015**. You should consult the Travel Planning Memorandum for information about the allowed levels of reimbursement and the process for requesting extraordinary travel support. The memo is available at: <http://provost.lafayette.edu/forms-guidelines-and-information/>