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REQUEST FOR TRAVEL/CONFERENCE FUNDS

Date _____

It is requested that the projected total amount (including prepaid expenses) of \$ _____ be set aside from FAVER Grant ID# _____ for travel expenses related to the following VA R&D Approval Number _____:

Name of Traveler: _____ Traveler Email**: _____

Travel Title / Description: _____

Travel City/State/Country: _____ Foreign Travel (see below)*

Travel Dates: _____ from: _____ to: _____

- Conference/ Workshop Attached: copy of program agenda/syllabus
- Other Attached: copy of invitation/email correspondence

Project Justification**: _____

Registration (Do you want FAVER to process)? Yes No Early Registration Deadline:
If yes, attach completed registration form and/or details including website, login and password.

Airline Reservations (Do you want FAVER to process)? Yes No
If yes, attach requested itinerary with traveler's full name and date of birth

Will the travel involve the collection of human subjects' data? Yes No
If yes, provide the IRB number and date of approval

Requesting advance in the amount of \$ _____

Traveler is an employee of (check one):

- Foundation for Atlanta Veterans Education and Research, Inc.
- VA Medical Center (attach approved VA Form 0893)
- Other (must have an approved VA WOC Appointment)

* If foreign travel, VA employees must attach VA Foreign Travel Request and Briefing Slip

** FIELD IS REQUIRED!

I certify that this expense is necessary to support my approved research project, education activity, or, in the case of a general donation account, that this travel is within the scope of the donor's intent.

Principal Investigator's Signature: _____

SECTION BELOW FOR FAVER USE ONLY

- Approved Disapproved

Approved By: Executive Director _____ Date: _____