

Resident Travel Request Form

January 2023

Resident Name: _____

Personnel Number: _____

Program: _____

Name of Conference: _____

Location of Conference: _____

Dates of Travel: _____

Attending _____ **or** **Presenting** _____

If presenting, has it been entered into NI: _____

Account Number to Charge: _____

Maximum Reimbursement: _____

(Put none if no UT funds are used and put unlimited if there is no cap)

Coordinator or Program Director Signature

You must include copies of the conference agenda and hotel block rates with this form.

NOTE: To ensure availability to funds, please submit travel request at least 30 days prior to travel.