Request for Travel Funds – FY 2026

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested. Reminder that faculty must also complete and submit the VPAA-150.

Name: Tracy Everbach

Student/Employee ID:

Title: ○ Student ◉ Faculty ○ Staff

Cell:

Purpose: Travel to the AEJMC conference in New Orleans. I am leading a preconference workshop for early career women faculty and I serve as the teaching chair for the association's Commission on the Status of Women.

Include full name of conference (not just acronym). If you are a presenter, provide a copy of the paper you will be presenting to your department chair. Include any other information to complete your request.

Destination: New Orleans, LA

Trip Dates: To: 8/7/26 From: 8/3/26

Estimated Expenses:

Airfare: $ 251.80

Rental Car:

Lodging: $ 400.00

Personal Car Mileage: 22 Miles x 0.7 = $ 15.40

Meals: $ 300.00 Per Diem? ☐

Parking: $ 80.00

Registration: $ 295.00

Uber/Lyft/Taxi/Shuttle: $ 70.00

Other miscellaneous expenses:

Description: baggage Estimated Cost: $ 70.00

Description: Estimated Cost:

Do you want UNT to book airfare on your behalf? ○ Yes ◉ No

Total Requested: $ 1,482.20

FOR DEPARTMENT ADMIN USE

Department Approved Total:

Department Approval Signature: Tracy Everbach Digitally signed by Tracy Everbach Date: 2026.02.23 12:32:09 -06'00'

Chartstring 1: Amount:

Chartstring 2: Amount:

Chartstring 3: Amount:

If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the system travel request.

Clear Form