

Faculty Travel and Research (FTR) Fund Application



I AM REQUESTING FUNDS FROM:

- FTR ALLOTMENT
- ENDOWED PROFESSORSHIP
- OTHER

Date Submitted

REIMBURSEMENT WILL ALWAYS BE TAKEN FIRST FROM EXTERNAL GRANT SOURCES.

*****Please read guidelines before filling out this form*****

Purpose (please provide detailed information about expenses)

Itemize and total expenses by categories and **attach detailed original receipts**. Please convert foreign currency to US dollars, and attach a separate sheet if necessary. *****Please note: Macalester does not pay per diems.*****

		Other Expenses not Listed	
		Amount	Category
<input style="width: 80px; height: 25px;" type="text"/>	Hotel	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 80px; height: 25px;" type="text"/>	Meals	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 80px; height: 25px;" type="text"/>	Airfare	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 80px; height: 25px;" type="text"/>	Parking/Tolls	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 80px; height: 25px;" type="text"/>	Ground Transportation	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	Mileage		
	Books		
	Equipment		
	Dues & Memberships		
	Conference/Event Fees		

Total Requested

Faculty Name

Macalester ID

Department

Phone Number

For Office Use Only

Amount	F	O	A	P	A	L
		Total Approved for Reimbursement				

Approval from Academic Programs _____