

Must be submitted 90 days before the conference.

Name

Title

Extension start date

Address, City, State, Zip

Phone Number

I hereby apply to present/attend the meeting of:

Professional Society/Conference/Seminar

To be held at _____.

The dates for the meeting are _____, inclusive. In addition, I will use _____ days travel time as official leave and _____ days of annual leave.

I expect to be out of my assigned program area from _____ to _____.

_____ I will be presenting a program, scholarly paper or poster, or on a programming committee, as a state officer (or voting delegate), or on a board at national level, and request an additional \$500 reimbursement. This additional funding is available one time per fiscal year. (*Attach either a brochure naming you as speaker or letter of presentation acceptance from conference organization and complete description on second page*).

_____ I will file a request for partial reimbursement of expenses under the following conditions:

- a. \$750 - faculty member received support from this set of funds last fiscal year
- b. \$1,000 Maximum - faculty member did not receive support from this set of funds last fiscal year.

FUNDS ARE TO BE EXPENDED FOR ONE TRIP.

Date _____ Signed _____ (applicant)

Date _____ Signed _____ (Regional Director)

Mocode to use for travel _____

In the space below, give a brief description of the presentation (i.e., format, topic/content) and how it relates to University of Missouri Extension programming.

Attach either a brochure naming you as speaker or letter of presentation acceptance from conference organization.
