

## **KU FACULTY/STAFF RESEARCH DEVELOPMENT TRAVEL FUND**

The Office of Research (KU Research) has committed funds for faculty and staff to travel to potential sponsoring agencies to meet with appropriate program officials about their mutual research interests. For this purpose, KU Research will provide up to \$750 for an annual trip to fulfill the purpose of seeking research funding. This funding does not apply to trips to professional meetings where sponsoring program officials may attend. The purpose is for focused meetings at a sponsor's office.

The attached one-page form serves three purposes:

1. The top section is to apply for funding;
2. The middle section is to request an advance of cash, if necessary; and
3. The bottom section is to report the results of the trip, list contacts, goals for proposals, etc.

The top section must be completed prior to the trip and can e-mailed or delivered via campus mail to

**Alicia Reed**  
**208 Youngberg Hall**  
**amreed@ku.edu**  
**785-864-3289**

If you request a travel advance you will be required to certify your understanding that this is a loan and that a KUCR Travel Expense Report and appropriate receipts must be submitted to KUCR within 60 days of your return. Outstanding loans may be reported as income at the end of the calendar year and may affect your ability to receive additional cash advances. The bottom section should be turned in along with the KUCR Travel Expense Report and appropriate receipts.

For more information, contact Alicia Reed at (785) 864-3289 or amreed@ku.edu.



Youngberg Hall  
2385 Irving Hill Rd.  
Lawrence, KS 66044-7563  
(785) 864-3441

**APPLICATION FOR FACULTY/STAFF RESEARCH DEVELOPMENT TRAVEL FUND**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

TELEPHONE & EMAIL: \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_ EST. TOTAL COST: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

OBJECTIVES/GOALS OF TRAVEL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

KUCR APPROVAL: \_\_\_\_\_

**REQUEST FOR ADVANCE FUNDING**

I will be incurring research-related expenses while conducting official business for the KU Center for Research, Inc. and am requesting a cash advance for the expenses. I understand this is a loan and a KUCR Travel Expense Report of other reporting of these expenses (including return of excess cash) must be submitted to KUCR within 60 days of my return.

AMOUNT REQUESTED (max \$750): \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

KUCR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**POST-TRIP REPORT**  
RETURN TO ALICIA REED WITH TRAVEL EXPENSE REPORT

GOALS ACHIEVED: \_\_\_\_\_

\_\_\_\_\_  
AGENCIES VISITED: \_\_\_\_\_

\_\_\_\_\_  
CONTACT NAMES: (include telephone #'s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
EXPECTED OUTCOME: (i.e. proposal submission, new research area) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
TRAVELER SIGNATURE: \_\_\_\_\_