## **THECB Committee Travel Support Form**

This is a fillable form.

Purpose: To assist faculty with travel expenses associated with THECB committee participation.

**Description**: Academic Affairs will provide faculty serving on THECB committees reimbursement funds up to \$500 per trip towards travel expenses associated with THECB meeting attendance. Funds are available on a first-come, first-serve basis. When annual funds are depleted, colleges/departments will be responsible for faculty travel expenses associated with THECB committee meetings.

Faculty member:			
Department:			
Name of THECB committee:			
# of anticipated meetings:			
Location of Committee Meeting			
Anticipated, itemized travel ex	kpenses:		
Transportation:		_	
Accomodations:		_	
Meals:		_	
Total:		_	
Faculty member's signature		Date	
Chair's signature	<u> </u>	Date	
Vice provost for academic affai	irs' signature	 Date	

Please send signed form to Terri Day, Vice Provost for Academic Administration, at: terri.day@unt.edu, prior to the anticipated trip.