

ND EPSCoR Travel Authorization

This form must be completed by the Project PI for out of state travel using funding from any ND EPSCoR projects and approved by ND EPSCoR prior to travel expenses being incurred.

What is the name of the conference or event that you are attending?

What is the location and dates of the event?

What are your planned travel dates? From:

To:

Who is attending this event? Please list all individuals who are attending and will be using ND EPSCoR funds.

How will this travel benefit the research related to your EPSCoR project?

Are any of the travelers funded by ND EPSCoR who are presenting research results? If so, please provide the title of the presentation and name of the presenter. Please also indicate if the presentation is a poster presentation.

What is the estimated cost of this trip?

What percentage of your travel expenses will be funded by EPSCoR?

Does this travel relate to any other projects or activities that you are working on?

If so, what percentage of the trip relates to those projects/expenses?

Will the use of a rental car be required? If yes, please provide a brief justification.

I certify the information provided is true to the best of my knowledge.

Requestor Signature

Date

Printed Name of Requestor

The ND EPSCoR office authorizes the travel, as outlined in this request.

Signature of EPSCoR Approver

Date

Printed Name of EPSCoR Approver

Please attach a copy of this document (signed with ND EPSCoR approval) and a copy of the conference program/agenda to your expense report. Please also include a screenshot of the conference and presentation information reflected in ERcore, as this will minimize follow-up questions during expense reviews.