Request to Fund a Prospective Doctoral Fellow Campus Visit

(Email notification of funding decision will be sent to the contact person indicated below.)

Proposed dates of visit (beginning & ending):

DAF

DDF

Student has been approved for a:

Prospective Student’s Name:

**Student Information**

Stu

**Travel and Lodging Information**

Student will be: Flying Estimated air fare cost: $

Driving own car (mileage reimbursed) Driving rental car

***Note: Reimbursement will be for the least expensive method of travel.***

Hotel Name: Estimated cost (2 night maximum):

***Note: Campus visitors can stay at The Inn at Carnall Hall, which is exempt from the lodging per diem rate.***

**Current per diem rates for Fayetteville, AR**

Personal vehicle: $.42/mile Lodging maximum: $94.00/night Breakfast: $13.75; Lunch: $13.75; Dinner: $27.50

***Note: Only meal expenses incurred by the visiting student may be submitted for reimbursement.***

# Department information:

Person requesting funding: Department:

Cost center to be used for reimbursement:

Contact person: Email: Phone:

**Reimbursement information:**

* Departments create the Travel Authorization (TA) for the student.
* Visiting students submit all receipts to the department.
* A copy of the Travel Claim (TC) and copies of the receipts should be submitted to:

o Vicky Hartwell, GEAR 213 or [hartwell@uark.edu](mailto:hartwell@uark.edu).

* The department will be reimbursed via expense transfer (ET).

**Graduate School use only:**

□ Approved □ Denied Notification sent: By: ET Docs: Reimbursement date: