

**Request to Fund a Prospective Doctoral Fellow Campus Visit**  
(Email notification of funding decision will be sent to the contact person indicated below.)

**Student Information**

Prospective Student's Name: \_\_\_\_\_

Student has been approved for a:                      DDF                      DAF

Proposed dates of visit (beginning & ending): \_\_\_\_\_

**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: \$89.00/night  
Breakfast: \$12.75; Lunch: \$12.75; Dinner: \$25.50

*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:
  - 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: \_\_\_\_\_