



## Travel Fund Request

**Instructions: The Principal Investigator must complete, sign, and submit required forms to GLAVREF at least 90 days before the travel date. Traveling GLAVREF research staff must also obtain PI signatures and relevant VA approvals. We will prioritize Principal Investigators who are confirmed to present their research at a conference or meeting. GLAVREF reserves the right to decline travel based on the availability of funds and relevance to VA-approved study or education. Please review the travel policy from GLAVREF's PI Handbook. Your signature below indicates that you have read, understand, and agree with GLAVREF's Policies and Procedures.**

Name of Traveler:

Position Title:

Departure Date:

Return Date:

Purpose of Travel (check one):

Presenter/Guest Speaker at (Event Name):

Projected Cost:

Other:

Event Website:

**Traveler is an employee of (check one):**

### GLAVREF

**VA Employee, Non Official Duty** – Advance review of Authorized Absence (SF-71) has been submitted to VA. While form SF-71 is not required for this request, if the need arises, GLAVREF may ask for the completed form to verify travel approvals. Attach a copy of PTO approval.

**VA Employee, Official Duty** – VA Approval: Please attach a fully executed "Memorandum for Request of Approved Absence/Travel and Clinical Coverage" and an "Offer to Donate Support for Official Travel" (form 0893). Incomplete documents will result in disapproval of the request.

**Special Note for Federal Grants:**      Yes      No

Is this travel included in your federal budget? If there is not a line in your federal budget, please check first with GLAVREF Research and Education Officer.

I attest that this planned travel is in support of my VA approved research.

Name of Principal Investigator

Signature of Principal Investigator

Date

### For Office Use Only:

Funds Are Available – TR #

Approved

Insufficient Funds Available

Disapproved

Exceeds Travel Budget/Restricted

All Required Materials Received

Yes

No

Officer Signature

Date