

**Request for CALS Research Office Travel Assistance to  
Multistate Research Coordinating Committee meetings**

If you are requesting travel assistance to attend a Multistate meeting, please complete the information below and submit it to Jennifer Gardner Smith ([jgardnersmith@ag.arizona.edu](mailto:jgardnersmith@ag.arizona.edu)) in the CALS Research Office (Forbes Bldg. Room 314) before your trip.

After your trip, attach this form to your completed Travel Expense Report. Contact Jennifer Gardner Smith at 621-7201 for the account number to use for reimbursement. Route the travel e-doc to the CALS Research Office for approval. (Adhoc Group name: UA CALS Research Admin Ops Review Group)

Hatch Project account number (if you have one) \_\_\_\_\_

Faculty's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting Name: \_\_\_\_\_ Meeting Dates: \_\_\_\_\_

Location: \_\_\_\_\_

**Please provide an estimate of your expenses for this trip:**

**Transportation:** \_\_\_\_\_

**Hotel:** \_\_\_\_\_

**Per diem:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Total Request:** \_\_\_\_\_

\*\* Please attach a copy of  
the meeting announcement  
when submitting your request.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approvals:**

**Unit Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Dean for Research:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CC: CALS Business Services** \_\_\_\_\_ **date** \_\_\_\_\_

**CC: Unit Business Manager** \_\_\_\_\_ **date** \_\_\_\_\_