

## Travel Advance

- 1) Full name of Conference
  
- 2) The exact dates of the conference
  
- 3) Where the conference is being held
  
- 4) Which account is being used
  
- 5) Role at conference
  
- 6) Estimated amount for:
  - a) conference registration fee
  - b) hotel
  - c) flight
  - d) per diem
  
- 4) The total amount of Travel Advance needed
  
- 5) Staff or student number