

2009-2010
Academic Senate – Committee on Research
INTERCAMPUS EXCHANGE PROGRAM
Faculty/Grad Student Application

DATE: _____

TO: Richard Madsen, Department Chair

FROM: _____

I request your approval for Intercampus Travel Funds to travel to U.C. _____ campus,
for research on (must list topic of research):

and to meet with colleague (must include names and titles):

My expected dates to travel are:

Leave San Diego _____

Return to San Diego _____

I will ___or ___will not miss classes.

Travel will be by: ___air ___train ___car* ___other (specify:_____).

I understand that I may take only one trip per year, amount not to exceed \$250.

Applicant signature _____

Date

Chair's approval _____

Date

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* Amount requested is mileage at \$.55/mile. (Note: Please obtain lowest airfare quote from
travel agency or internet site. Car travel to UC campuses will be reimbursed at the rate equivalent to an airfare, but
no more than \$250). If you propose to travel by car, please provide the following information:
Year and Make of Car _____ License Plate # _____
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