NON-FEDERALLY FUNDED TRAVEL REVIEW REQUEST

Bldg 646, Rm 305

Contact Information:

a. Name/Rank:_____

b. Phone Number: _____

c. Email Address:_____

d. University/Degree Program:_____

e. Specific Institution/Individual offering funding:

_____

Travel Information:

a. Official TDY?: ☐ Yes ☐ No

b. Dates:_____

c. Destination(s):_____

d. Reason for travel (conference attendance, research, etc.)?

_____

_____

_____

_____

e. Provide a brief description of travel activities, and how it will impact coursework/graduation requirements.

_____

_____

_____

_____

f. Itemized list of benefits offered (airfare, conference fees, etc.) with dollar amounts:

_____

_____

_____

_____

Please note that all non-federal entities offering travel benefits must provide funding to the Air Force by check or similar instrument, or in-kind.