



## REQUEST FOR TRAVEL FUNDS

Date:

It is requested that \$            be set aside from account:            .

These funds will be used by:            .

To attend the following:

Location:            .

Dates: from:                            to:

**VA employees submit approved (all required signatures on the forms):**

- 1. Authorized absence approval memo.**
- 2. VA form 10-0101B (Approval to accept funds from an outside source)**

Describe how this meeting will contribute to your research. Attach program materials and abstract or invitation letter if applicable.

<b>PI Signature</b>	<b>Date</b>

Approved:  Disapproved:

<b>Executive Director</b>	<b>Date</b>