Virginia Tech Travel Estimate and Approval Form

Use this form 1) To provide an estimate of travel expenses in accordance with departmental requirements, and 2) To provide proof of approved business travel for VT insurance purposes. Contact the Travel Representative for the Department of Computer Science (information below) with all questions and concerns.

TRAVEL INFORMATION

Name of Traveler: Thomas Lux   Visitor ☐   Faculty ☐   Staff ☐   Student ☐

Department: Computer Science   Mail Code: _____

Email Address: tchlux@vt.edu   Contact Telephone: _____

Destination(s): Raleigh, North Carolina

Dates of Travel: FROM: March 11th, 2020   TO: March 15th, 2020

Name of Dept. Head or Designee Signing Below _____

PURPOSE OF TRIP

1. Conference Travel:

☑ Giving a presentation or poster
☐ Serving as panel member, discussant, or chair
☐ Serving as an officer or board member
☐ Other please explain: _____

2. Non-Conference Travel:

State Purpose: Present two full papers that were accepted the main track of the conference. First titled

Effective Nonparametric Distribution Modeling for Distribution Approximation Applications

and the second work is titled

Analytic Test Functions for Generalizable Evaluation of Convex Optimization Techniques

Conference/name (please use complete name): _____

Estimated cost for:		Funding Source:	Dept #	Fund #	Amount
Transportation:	$45	Dept/Fund/Amount			$400
Lodging:	$160	Dept/Fund/Amount		441362	$400
Meals:	$100	Dept/Fund/Amount			
Conf./seminar fee:	$495	Dept/Fund/Amount			
Other:		**Other Known**			
Total Estimated	$800				

The first entry is for the CS department approved funding through grad council.

Special instructions for submitting travel approval form:
Submit forms and direct questions to: Teresa Hall; Teresa@vt.edu; 540-231-8454; 2202 Kraft Drive, Suite 1152
Please submit form 2 weeks or more prior to travel.
If you plan to seek reimbursement, you MUST be signed up for "other" direct deposit.
This form is required if you are seeking any reimbursement from CS funds. Please note all other non-CS fund sources, including outside sources or other VT departments, in the Funding Source section above. This includes all conference specific scholarships, GSA/ITGA funding, etc.

TRAVEL REQUEST SIGNATURES/APPROVALS

TRAVELER: *Thomas C.H. Lux*   Date: Feb 26, 2020

SUPERVISOR *for Staff, Students & Visitors* _____   Date: _____

DEPT. HEAD OR DESIGNEE: _____   Date: _____

SENIOR MANAGEMENT (Optional): _____   Date: _____

Revised: 9/24/15 TH