

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: +1 (804) 317-8339
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:

Transportation: \$45
Lodging: \$160
Meals: \$100
Conf./seminar fee: \$495
Other: _____
Total Estimated \$800

Funding Source:

Dept/Fund/Amount
Dept/Fund/Amount
Dept/Fund/Amount
Dept/Fund/Amount

Other Known

| Dept # | Fund # | Amount |
|--------|---------------|--------------|
| _____ | _____ | <u>\$400</u> |
| _____ | <u>441362</u> | <u>\$400</u> |
| _____ | _____ | _____ |

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: _____