

# 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: (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](mailto: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: 2/26/2  
DEPT. HEAD OR DESIGNEE: \_\_\_\_\_ Date: \_\_\_\_\_  
SENIOR MANAGEMENT (Optional): \_\_\_\_\_ Date: \_\_\_\_\_