

LAll Faculty Conference Travel
REQUEST FOR SUPPORT

General Guidelines and Conditions:

- Funds are restricted to tenured or tenure-track faculty, including lecturers, that are presenting papers on Latin America or Iberia at a professional conference or meeting.
- LAll can fund only one request per person for the academic year.
- **Maximum funding per request is 50% of the least expensive airfare or \$350, whichever is less.**
- Request must be submitted at least **45 days** before travel date to laiibusiness@unm.edu
- **Within 10 business days** of completion of travel, the traveler must submit the airfare itinerary/receipt and a copy of the conference program, including the page that lists their presentation.
- As a recipient of LAll travel funds, LAll may ask you to assist with various initiatives such as student recruiting during your travels. The time requested of you would be modest and likely involve delivering print materials or briefly meeting with students or other individuals.

Requester Information

Date Submitted

Name

Title and Department

Campus Address

Email Address

Phone

UNM ID

Conference Information

Title of Conference

Location of Conference

Dates of Conference

Title of Presentation

Focus of Presentation

Latin America

Iberia

Travel Information

Destination

Travel Dates

Least Expensive Airfare

Amount Requested from LAII

Provide a copy of the complete travel itinerary, including airfare. Upon completion of travel, airfare receipt that shows proof of purchase (last four digits of credit card) must be submitted to LAII.

Submit by email to laiibusiness@unm.edu

*****For LAII Use Only*****

Date

To

Amount Approved by LAII