

## **LAll Faculty Conference Travel REQUEST FOR SUPPORT**

### **General Guidelines and Conditions:**

- Funds are restricted to tenured or tenure-track faculty and lecturers, who 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](mailto:laiibusiness@unm.edu)
- **Please attach** (1) a pdf copy of the travel itinerary and airfare cost (e.g. from Google Flights or airline webpage and (2) a pdf copy of the conference program or email from conference organizers/professional organization indicating your presentation has been accepted. If submitting the program, include cover page and highlight your contribution.
- 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.
- **Within 10 business days of completion of travel, the traveler must submit the airfare itinerary and receipt with traveler name to [laiibusiness@unm.edu](mailto:laiibusiness@unm.edu).**

### **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

Submit by email to [laiibusiness@unm.edu](mailto:laiibusiness@unm.edu)

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### **\*\*\*For LAII Use Only\*\*\***

Date

To

Amount Approved by LAII