

Name _____

UWSP Library Faculty, Academic and Classified Staff Travel Planning Document

_____ I do not plan to apply for travel funds this fiscal year.

If planning travel, please check all that apply:

Official travel:

Organization:	Approx. no. of mtgs	Total estimated cost:
_____ Council of UW Libraries (CUWL)	_____	_____
_____ Users Services Initiative Committee	_____	_____
_____ Collections & Resources Initiative Comm.	_____	_____
_____ Technology Initiative Committee	_____	_____
_____ Archives and Digital Collections Committee	_____	_____
_____ UW System Archives Committee (UWSAC)	_____	_____
_____ UW Records Officers Council (UWROC)	_____	_____
_____ Voyager User's Group	_____	_____
_____ Other groups	_____	_____
(Specify) _____		
_____ Organization officer	_____	_____
(Group) _____		
_____ Required training	_____	_____
(Training) _____		

Other travel:

_____ Conference attendance planned	_____	_____
_____ Conference presentation/s planned	_____	_____

(Attach prioritized list if more than one)

Please return this form to the Library Administration Office by October 1, 2007. This is a planning document only. Estimates of costs are just that; applicants for funding will not be held to those amounts and additional travel requirements or opportunities may occur and be funded mid-year. Completing this form does not constitute approval. Please apply for travel funds using the "Travel Pre-Approval Form" as early as possible each year.

Updated 8/07 KD