

Candidate Travel Expenses – Application for PACE Funds

Requestor's Name: _____

Institution & Dept: _____

Phone: _____ Submission Date: _____

Proposed Applicant: Name: _____

Dept: _____

Institution: _____

SS #: _____

*(*International Speaker – Call Business Services)*

Date of Visit: _____

Purpose of Visit _____

Title of Seminar _____

	Entire Dept's Requested Budget	Actual Dept's Reimbursable Expenditures
Travel	_____	_____
Lodging	_____	_____
TOTALS*	_____	_____

****PACE funding is not to exceed \$500 for a 2-day stay or \$750 for a 3-day stay***

PAYMENT

Dept Index Code _____ Account Code _____ \$ _____

Dept Index Code _____ Account Code _____ \$ _____

Dept Index Code _____ Account Code _____ \$ _____

PACE Index Code _____ Account Code _____ \$ _____

PACE Index Code _____ Account Code _____ \$ _____

PACE Index Code _____ Account Code _____ \$ _____

Department Chair

PACE PI (Penelope Kukuk)

Candidate Travel Expenses - Application for PACE Funds (*cont*)

Steps for submission:

- 1) Complete the application form and send it to the UM PACE Office (Project PACE, North Corbin Hall 340), along with the guest speaker's vitae (*not downloaded from the Web*) and a short statement outlining the visit and why this individual is a finalist for the position.
- 2) **Departmental cost match of 25% minimum is required.**
- 3) This original form will be returned to the requestor's departmental office with the PI's approval.
- 4) Following the visit, resubmit original application form with the **actual reimbursable expenditures** (entire amount). Actual expenditures **may not** exceed amounts requested unless re-approved.
- 5) The UM PACE Office will complete the forms, submit them to Business Services and send the department completed copies.

Requirements:

- Original receipts for transportation (plane tickets, taxi, gas)
- Original receipts for hotel (meals, lodging)
- Copies of all ProCard charges
- Copies of all other expenses (department meals, travel, etc.)
- International Applicants (visa, personal id #) *

**We cannot pay foreign airfare to the U.S. for International Applicants*



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Partnership for Comprehensive Equity

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