

Before submitting a travel request in Concur, please get the appropriate SoMSS approval by emailing Melanie Smock (Melanie.smock@asu.edu) with the following information:

- 1) Dates and destination of travel
- 2) Who will be covering your classes
- 3) What funding you will use, including account numbers, and how much you expect to spend (note that you must use grant funding, IIA accounts and start-up before SoMSS funds can be used)
- 4) A detailed travel justification, using one of the templates below (regardless of funding source, including trips in which SoMSS/ASU has no financial responsibility)

Templates for Justification for Travel

The following templates to justify travel on grants or School funding are based on a researcher or speaker in a mythical subarea of mathematics dubbed *abstract fantasy theory*. Modify one of these templates for your own use.

Example Template – Travel to Collaborate with Researchers using Resources from a Grant

The purpose of this travel is to collaborate with researchers A, B, C in abstract fantasy theory at Enormous State University. As described in my grant proposal, funded by XX, the key research topics in abstract fantasy theory require mathematical tools in several different areas. Collaboration with A, B, and C who have expertise in areas that complement and supplement my own will enable progress on the grant project goals (try to provide a very brief non-technical statement of these goals). Indeed, collaboration with colleagues is essential for carrying out mathematical research. I anticipate that this collaboration will eventually result in publications in areas related to the grant and in turn, this effort will bring recognition to ASU.

Example Template – Travel to Present at a Conference using SoMSS, IIA, or Start-up Resources (Note: you must use resources from grants, IIA accounts, and start-up before asking for travel funds from SoMSS)

The purpose of this travel is to present a paper/talk entitled XXX at the special session in abstract fantasy theory sponsored by XXX in location YYY on Date ZZZ. This talk will be a preliminary report on work that I expect to submit soon for publication. Dissemination of this research at this conference will bring increased visibility of my work to experts who will be in attendance from around the world. This conference talk will therefore bring direct recognition to ASU and help improve chances for future grant support.