**Polytechnic Holistic Safety and Security RIA Travel Request**

*Note:*

* *Support will not exceed $750 for faculty and $300 for students.*
* *Awardees are expected to briefly present their findings in RIA meetings after their travel*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) What's the Event, location and time?

(*such as present at xyz conference or visit PM of abc agency*)

2) Itemized estimated cost

*(Such as hotel, airfare, registration fees )*

3) Benefits to the HSS RIA?

*(Things learned? Relationship established?)*

4) Other supporting documents

*(Email those docs to the champion or uploaded directly to the SharePoint)*