**Cash Allocation Request**

|  |
| --- |
| **Project information**  |
| Type  | ………. (Funded project or Hosted proposal writing) |
| Project/ hosted proposal ID | ………. |
| Title | ………. |
| PI name  | ………. |
| Date | ………. |
| **Applicant information (The team member who shall be funded for the travel and/or the per-diem)** |
| Name  | ………. |
| Email  | ………. |
| Mobile  | ………. |
| **Trip details**  |
| Justification |
| …………………………………..…………………………………..…………………………………..………………………………….. ………………………………….…………………………………..………………………………….…………………………………..………………………………….………………………………….…………………………………..………………………………….… |
| Destination |  |
| Travel date |  |
| Return date  |  |
| No. of days  |  |
| Conference start date (if applicable) |  |
| Conference end date(if applicable)  |  |
| **Estimated expenses**  |
| Air ticket  |  |
| Visa fees (if applicable) |  |
| Total per diem (Per diem × No. of nights)  |  |
| Domestic Transportation to & from the airport |  |
| **The required SmartCI departments approvals (if applicable)** |
|  |

 **(Travel and Per-diem)**

**>> Directions:**

1. This form MUST be submitted by the PI via email: osp@mena.vt.edu
2. **In case of funded projects**, the PI MUST submit a separate Cash Allocation Request for each team member.
3. For per diem:
* The maximum allowed per diem duration, according to Alexandria university rules, is 7 days (6 nights).
* Please check the per diem rates for different countries in the following Guide (<http://smartci.alexu.edu.eg/wp-content/uploads/2016/04/7-International-perdiem-Allowance-Rates.pdf>)