**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](mailto: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>)