

CITL Professional Development Travel Grant Form

In order to apply for a Travel Grant, please fill out the form below, print it and follow these guidelines:

1. Complete the **CITL Professional Development Travel Grant Form**
2. Complete the **Bergen Request for Travel and Advance Authorization form**.
3. Submit your completed Bergen Request for Travel and Advance Authorization form after departmental approval with the Travel Grant Form below, along with supporting documents to Kathy Morley C-334.

Once CITL has received your completed forms, you will receive a response within a week. If you have any questions, please contact Kathy Morley

Contact Information: Name: _____

Academic Department: _____ Bergen phone: _____

Email address: _____

Conference Information: _____

Name of conference or workshop: _____

Location of conference or workshop: _____

City and State: _____

Date(s) of conference or workshop: _____

Your participation in the conference or workshop: Author Speaker Panelist Session Chair

The title of your paper or panel session: _____

What amount of funds are you requesting from CITL? _____ (*CITL Travel grants are up to a maximum of \$800.00/grant*).

Please attach the "Requisition For Travel Advance Auth. Form" and all other pertinent forms showing the other sources from which you are receiving travel funds AFTER you have submitted to your dept.

I agree to provide CITL with a summary of materials after attending a training session/workshop to share with other faculty and/or commit to teaching a technology workshop for CITL.

Signature _____ Date _____