

# FACULTY DEVELOPMENT REQUEST FOR TRAVEL FUNDING

Name: \_\_\_\_\_ Program/Department: \_\_\_\_\_

Type of Activity

Activity Description [*please provide a brief description or attach information material, e.g., conference brochure, etc.*]:

Please indicate how this activity is professionally relevant [*50 words or less*]:

Cost Estimate: \_\_\_\_\_

Funds approved by Department/Division: \_\_\_\_\_

Faculty Development: \_\_\_\_\_

*Faculty Development awards not to exceed \$400. in any academic year.*

Other: \_\_\_\_\_

**TOTAL APPROVED COSTS:** \_\_\_\_\_

*A travel approval form must be completed and attached as required by College policy.*

Faculty must submit a written report (at least 100 words) to Faculty Development along with a completed Travel Reimbursement Form within 30 days after returning.

Faculty may be asked to share the experience with colleagues, e.g. in a workshop or presentation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Development Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please print and obtain appropriate signatures before submitting to Faculty Development ( A310).***

Rev.5/8/08