

REQUEST FOR FACULTY TRAVEL OR DEVELOPMENT FUNDS

Completed forms should be submitted to the Dean's Office, 1 Washington Square North, Room 213 prior to incurring expenses. If applicable, a copy of the invitation to present must also be submitted.

1. FACULTY NAME: _____

2. FUNDS TO BE USED**:

- Academic Year Travel Allocation Faculty Development Funds
 Admissions Reading Funds Goddard Funds (22/R0315)

3. CONFERENCE TRAVEL DETAILS

Conference Title/Sponsor: _____

Location and Travel Dates: _____

Role at Conference: _____

Estimated Costs:

Automobile Travel & Parking	\$ _____
Air/Train Travel	\$ _____
Hotel	\$ _____ x _____ # of nights = _____
Early Bird Registration	\$ _____
Total	\$ _____

4. FACULTY DEVELOPMENT DETAILS

Proposed Expense: _____

Explanation: _____

Estimated Costs: _____

5. AMOUNT REQUESTED FOR REIMBURSEMENT \$ _____

Signed: _____ Date: _____

6. DEAN'S APPROVAL OF FUNDS

Amount Approved: _____ Remaining Balance: _____

Notes: _____

Approved By: _____ Date: _____

**** Approved expenses should be charged to 10/43100 unless otherwise noted.**