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:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile Travel &amp; Parking</td>
<td>$_________</td>
</tr>
<tr>
<td>Air/Train Travel</td>
<td>$_________</td>
</tr>
<tr>
<td>Hotel</td>
<td>$____ x____ # of nights = ________</td>
</tr>
<tr>
<td>Early Bird Registration</td>
<td>$_________</td>
</tr>
<tr>
<td>Total</td>
<td>$_________</td>
</tr>
</tbody>
</table>

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.**