REQUEST FOR ADJUNCT PROFESSIONAL DEVELOPMENT FUNDS

Completed forms should be submitted to Niurvys Hechavarria, Faculty Resource Manager, 1 Washington Square North, Room 313 prior to incurring expenses.

There is an annual academic year limit is $1,000. Requests will be approved on a first come, first serve basis within the annual budget.

1. FACULTY NAME: ______________________________________________________________

2. PURPOSE OF FUNDS: ______________________________________________________________

3. DETAILS:

   Conference Title/Sponsor: _________________________________________________________

   Location and Travel Dates: _______________________________________________________

   Role at Conference: _____________________________________________________________

   Estimated Costs:

   Automobile
   Travel & Parking $_________________________________________

   Air/Train Travel $_________________________________________

   Hotel $____ x_____ # of nights = _______________

   Food $_________________________________________

   Registration $_________________________________________

   Total $_________________________________________

*If you are not requesting funds for Travel, please attach brief explanation of expenses.

4. AMOUNT REQUESTED $_____________________

   Signed: _____________________________  Date:     _____________________________

DEAN’S OR DESIGNEE’S APPROVAL OF FUNDS

   Amount Approved: _______________________

   Notes: _____________________________________________________________________

   Approved By: _________________________________   Date:    _________________________