



**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.*

Funds are only for Local 7902 bargaining unit members. The annual academic year limit is \$1,250 per eligible adjunct. Requests will be approved on a first come, first serve basis within the annual budget allocated by the University. No more than one grant per academic year.

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: \_\_\_\_\_

**5. DEAN'S OR DESIGNEE'S APPROVAL OF FUNDS**

Amount Approved: \_\_\_\_\_

Notes: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_