



REQUEST FOR FACULTY TRAVEL FUNDS

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

Faculty travel funds are reserved only for conference presenters. A copy of the invitation to present must be submitted with this application.

The annual academic year limit is \$1800. Any exceptions to this will be reviewed by Dean Guterman.

1. FACULTY NAME: _____

2. CONFERENCE TRAVEL DETAILS

Conference Title/Sponsor: _____

Location and Travel Dates: _____

Are you presenting at this conference: Yes No

Estimated Costs:

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

3. AMOUNT REQUESTED \$ _____

Signed: _____ Date: _____

DEAN'S OR DESIGNEE'S APPROVAL OF FUNDS

Amount Approved: _____

Notes: _____

Approved By: _____ Date: _____