



**Berry College  
Teaching Travel Grant**

To: David Slade, Provost

Applicant Name:

Project Title:

Amount Requested (Max \$1,500):

Travel Dates:

Location:

**Please note:** the applicant is responsible for submitting all necessary materials to the Director of Research and Sponsored Programs.

**Application Documents include:**

- completed and signed application form,
- 2-page abbreviated CV,
- budget documentation

Department Chair's Comments:

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Department Chair Signature

Date

School Dean's Comments:

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School Dean's Signature

Date

*Please email your signed application to [lataylor@berry.edu](mailto:lataylor@berry.edu) or deliver to Cook 219  
Deadline: 3rd Wednesday of August, October, February, April*

**PART I: General Purpose of Monies Requested**

This application involves (check all that apply):

- ☐ Travel to conference, workshop, performance, or similar event  
☐ Lodging  
☐ Conference/workshop/event attendance

**PART II: Grant History**

Indicate any Innovative Teaching Grants and/or Teaching Travel Grant you have received in the last three years.

Year	Title/Purpose	Amount

**PART III: PROPOSED TRAVEL BUDGET**

Attach supporting documentation such as flight itineraries, printouts from travel booking websites, workshop brochures, equipment price list or quotes, etc. Be sure to justify budget in Part IV.

**A. Conference Information**

Item	\$ Requested
Conference Registration Fees:	
Workshop or special event Fees: Please list all workshops and their cost to attend	
1.	
2.	
3.	
<b>SUBTOTAL CONFERENCE</b>	

**B. Travel**

Item	\$ Requested
Airfare:	
Car Rental: (# of days @ per day)	
Personal Auto: (# of miles @ per mile)	
Airport Parking: (# of days @ per day)	
Lodging: (# of nights @ per night)	
Meals: (# of days @ per day)	
<b>SUBTOTAL TRAVEL</b>	

<b>TOTAL GRANT AMOUNT REQUESTED:</b>	
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**PART IV: Description of Professional Activity (Do not exceed two single-spaced pages)**

- a) Attach a description of the conference, workshop, or related event you plan to attend.  
Please include:  
an introduction to the nature of the conference/workshop/event;
- b) an explanation of your role (if any) at the event;  
specific workshops, panels, or related activities that you participate in;
- c) how attendance at this conference will promote your development as a teacher and courses (if any) that this activity will benefit;
- d) if information gained at the conference would be of interest to other members of the Berry College community, how you intend to disseminate knowledge gained;
- e) justification for proposed budget outline in Part III, and
- f) if funds needed to attend exceed the grant maximum, please identify how additional funding will be acquired.

**PART VI: Curriculum Vitae**

Attach a two-page CV that includes courses regularly taught. Be sure that your CV includes your current title.