

Application for Travel Grant to Present a Paper*

Deadline: October 1

Faculty name: _____ **Date:** _____

AMOUNT REQUESTED: \$ _____ **Cap: \$1400**

Conference of paper presentation (indicate whether this is a regional, national, or international conference):

Place and date of conference: _____

Title of paper: _____

Brief abstract and/or copy of paper to be presented (REQUIRED):

Briefly locate this paper as part of your faculty development project and activities:

Do you plan to submit the paper for publication? _____

List any other professional duties you will perform at the conference (e.g. officer of a committee, chairman of a panel, etc.):

What other funding sources do you plan to use or are you seeking for this travel?

Have you applied for conference travel money this year? _____

If yes, indicate the source and the amount approved: \$ _____

ITEMIZED EXPENSES

TOTAL AMOUNT

Transportation (airfare, mileage by car, etc.) \$ _____

Lodging: _____ nights @ _____ per night \$ _____

Meals: _____ days @ _____ per day \$ _____

Other expenses itemized: _____

_____ \$ _____

TOTAL: \$ _____

Signature of applicant **Date**

Signature of Chair **Date**

Signature of Dean **Date**

Amount awarded: \$ _____

***Only in exceptional cases will funding from the dean's office be available for activities other than a paper presentation.**