

**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.**