

**REQUEST FOR FACULTY TRAVEL DEVELOPMENT FUNDS FROM THE
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS/DEAN OF FACUTLY**

NOTE: Fill out this form completely and forward **four copies** to the Office of Vice President for Academic Affairs/Dean of Faculty

Name	
School	

Details of Request:

Purpose	
Association/Meeting/ Conference/Other	
Date(s) / Site	
Describe type or level of participation	
Presentation refereed?	
Title of Presentation:	

Indicate funding received from the Office Vice President for Academic Affairs/Dean of Faculty during the past two years to support your professional development travel:

Year	Amount	Purpose

- Please include any information which may be important in evaluating this request. **Conference announcement and confirmation of presentation is required.**
- Please attach an **estimated budget** showing the distribution of costs to be incurred.
- Please identify other sources of funding with anticipated amounts.
- An amount of \$1,000 is set aside for each full-time faculty member for the purpose of professional development. In addition, each School has limited funds for travel, which are distributed at the discretion of the Dean. **Please attach breakdown of expenditures of the \$1,000 for the year.**

_____ Date

_____ School Dean's Signature