

The College of Arts & Sciences is able to provide **\$500** annually to probationary tenure-track faculty members in the College to help subsidize travel to conferences, symposia, and exhibitions. Please provide the information below **prior to the travel departure** dates and return this form (printed on pink paper) to: Resources and Planning, College of Arts and Sciences, 371 Central Hall.

Name of Faculty Member \_\_\_\_\_ Office Phone \_\_\_\_\_  
 Department/School/Program \_\_\_\_\_ Contractual Year \_\_\_\_\_ of 6  
 E-mail \_\_\_\_\_ Total Travel Costs for this Trip (est.) \$ \_\_\_\_\_  
 Dates of Travel \_\_\_\_\_ Travel Destination \_\_\_\_\_  
*(Request must be submitted before travel takes place!)*

Purpose of travel. Please describe the professional conference (or similar event) that you will be attending, including your role in the conference (presenter, facilitator, panelist, attendee etc.). Please include a copy (one page) of the meeting announcement and a copy (one page) indicating your involvement in the program (if appropriate).

*Signatures:*

\_\_\_\_\_

applicant

\_\_\_\_\_

date submitted

\_\_\_\_\_

applicant's chair/director

\_\_\_\_\_

date

*For College Office Use Only*

Request:  **approved for \$500.00** \_\_\_\_\_  
 Initial  
 **denied** \_\_\_\_\_  
 Initial

*Previous 'Travel Funds Report' turned in to college?*

**yes**  **no**  **n/a** (first request)