

## REQUEST FOR SUPPORT FOR PROFESSIONAL TRAVEL

Each full-time faculty member in the Department of Education may be eligible to receive from the Department budget up to \$750 for professional expenses incurred as a result of travel during the academic year for attendance at a professional conference.

Be sure to obtain a travel (“T”) authorization number before traveling. All original travel receipts (including airline boarding passes) must be submitted for reimbursement within 10 days of travel. Covered expenses are transportation (e.g., air, car, and train), hotel stays and other related expenses such as conference registration fees. Priority for awards of support will be given to faculty members who are **presenting professional papers at national conferences**. If funds remain after all applications are received, special consideration will be made to offer additional support to those whose expenses are in excess of \$750. In addition, special consideration will be made to offer additional support to faculty members **presenting professional papers at international conferences**.

Please submit this completed form to a staff member. Once approved, and prior to traveling, complete a University Travel Authorization Form to request a “T” number.

Faculty Name \_\_\_\_\_

Travel Dates \_\_\_\_\_

Location \_\_\_\_\_

Purpose \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Itemize expected expenses below. Do not include meal expenses.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total expected expenses: \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved Amount \$ \_\_\_\_\_

Academic Year \_\_\_\_\_