

# ADUNCT FACULTY TRAVEL GRANT: REQUEST FOR FUNDING

Name of Faculty member: \_\_\_\_\_ Department: \_\_\_\_\_

Semester of service in the past three years:

Purpose of travel (Name of conference and participant's role):

Destination:

Mode of travel:

Dates of Travel:

Total estimated cost of the conference (include travel):

Amount requested: \$ \_\_\_\_\_

(up to \$300.00 from the Office of Academic Affairs, administered through the Center for Teaching Excellence)

→ Applicant is encouraged to consult with department chair to secure funding before making application to the Adjunct Travel Fund.

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Approval of Chair  can provide funding up to \$ \_\_\_\_\_.

unable to provide funding

Signature \_\_\_\_\_

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Approval of Dean  can provide funding up to \$ \_\_\_\_\_.

unable to provide funding

Signature \_\_\_\_\_

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Please attach documentation to the application. Examples of acceptable documentation include announcements or invitations to conferences, etc

Upon your return, please submit relevant original receipts for reimbursement. Typically, reimbursement is sent within a week of the business office receiving the request.

Funding from the Center for Teaching Excellence is limited to \$300 to an individual within a two-year period. Additional funds may be secured from the Dean or department to augment the grant from the Academic Affairs/CTE. Funds will be available on a first come, first served basis until the budget is expended. Faculty may apply for funding only in the budget year when the travel has occurred (budget year will run from June 1, 2009 to May 31, 2010).