Travel Award Application Form

1. **Amount of Request:** $___________

2. **Faculty Submitter** – Name, rank or title, department or program affiliation, and email address.

   Name          Rank or Title          Department/Program          E-Mail Address

3. **Signature** of faculty submitter listed above, *indicating agreement with the terms and conditions of the award, as specified in the Call for Proposals.*

   ____________________________________________

4. **Name of department chair** and/or program director who has provided a letter of support.

5. **Travel destination:** Include the name, location, dates, and sponsoring organization of the workshop or conference to be attended.

6. **Purpose:** While attending the conference will you be giving a presentation or facilitating a session?  Y _____  N _____

   What will be the specific benefits of your attendance at the conference or workshop to the pedagogy that you and your department/program employ? *Note that this award is intended to focus on changing or improving how you teach and not the disciplinary content of your curriculum or courses.*

7. **Are you receiving funding for this trip from other sources?**  Y_____  N_____  

   If so, what amount(s)? $_______________
Budget & Justification

1. Lodging cost $_______ per day X ____ # of days $_______

2. Travel Costs
   a. Mileage - ___# of travel miles @ 0.575 $_______
   b. Roundtrip air or train fare $_______

3. Registration Fee $_______

4. Other (itemize below) $_______

5. Amount of Total Request $_______