

College of Arts and Sciences Travel Grant Program

For Travel August 1, 2014 through July 31, 2015

Funding Available: **Only one (1) trip request per person** -- Up to a total of \$1,000 with the first 50% (up to \$500) of the approved request paid by department funds and the second 50% (up to \$500) of the approved request paid by the College. **Forms submitted with more than one trip requested will not be considered. THIS FORM MUST BE SUBMITTED TO YOUR DEPARTMENT OFFICE FOR RANKING AND SIGNATURE OF CHAIR.**

Faculty Name: _____

Department: _____

Name of Conference: _____

Location of Conference: _____

Date of Conference: _____

Description of Role in the Conference and Benefit of Attending:

Estimated Cost and Description of Costs:

Total Amount Requested:

Department Chair: Please collect all requests and submit as a group.

COMPLETED FORM DUE TO RUTHANN IN DEAN'S OFFICE BY AUGUST 29, 2014.

Departmental Evaluation and Ranking:

Chair Signature: _____ Date: _____