

REQUEST FOR SUPPORT FOR PROFESSIONAL TRAVEL

Name: _____ Date of Request: _____

Department: _____ Position: _____

Destination: _____

Conference/Organization Name: _____

Dates of Travel: _____ Are you presenting? Yes No

Title of research paper or description of other activities

Attach a copy of the **proposal** you submitted and the **acceptance letter** from the conference.
If you are not presenting, attach a short (one page maximum) narrative describing the benefits of this travel to you, the department and/or the college.

Estimated Cost

Transportation	\$ _____
Food, lodging and other expenses	\$ _____
Registration fees	\$ _____
Total	\$ _____

Requested Support

Department	\$ _____
College	\$ _____
OVPR*	\$ _____
Grant**	\$ _____
Other**	\$ _____
Total	\$ _____

* OVPR funds are available for untenured Assistant Professors only.
** Attach a short narrative describing the source of funds.

Approved Support:

Department	\$ _____	Account # _____	Department Chair _____	Date _____
College	\$ _____	Account # _____	Dean, College of Education _____	Date _____
OVPR	\$ _____	Account # _____	Dean, College of Education _____	Date _____
Grant	\$ _____	Grant Name and Account # _____	Fund Advisor _____	Date _____
Other	\$ _____	Other Name and Account # _____	Fund Advisor _____	Date _____

Office Use: Actual Support

Dept:	College:	OVPR:	Grant:	Other:
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