

**COLLEGE OF EDUCATION**  
**REQUEST FOR SUPPLEMENTAL SUPPORT FOR PROFESSIONAL TRAVEL**

(Please submit this form as early in the fiscal year as possible)

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Department **ETRA**

Dates of Travel \_\_\_\_\_ Destination \_\_\_\_\_

Purpose of travel (if professional convention/conference, give convention/conference name, location, dates of attendance, titles and abstracts of research paper(s) you will present and/or description of other activities):

Benefits of travel to the faculty member and to department:

\_\_\_\_\_

Estimated Costs

Transportation \$ \_\_\_\_\_  
Registration \_\_\_\_\_  
Lodging \_\_\_\_\_  
Per Diem \_\_\_\_\_  
Other (describe) \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

How many conferences do you think you will be attending this year? \_\_\_\_\_  
How much travel money do you want to use for this trip?  
Dean's Office (\$400) \_\_\_\_\_  
Grad School (\$300) \_\_\_\_\_  
ETRA Department (\$400) \_\_\_\_\_

**Support Approved:**

Grant/Other Support \$ \_\_\_\_\_  
\_\_\_\_\_ Fund Advisor

Department Account # \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ Department Chair

College Account # \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ Dean, College of Education

Graduate School Account # \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ Dean, Graduate School