

FACULTY TRAVEL REQUEST
2007-2008

Please make all requests for professional faculty travel (not recruitment) for the year on this form. Each request should be itemized as much as possible and submitted to the Dean by **September 23**. It is likely that there will be insufficient funds to honor every request. Every effort will be made to disburse the funds in an equitable manner.

NAME _____

Event _____

Event _____

Dates _____

Dates _____

Place _____

Place _____

Are you on the program? Yes No

Are you on the program? Yes No

Transportation type _____ \$ _____

Transportation type _____ \$ _____

Registration _____ \$ _____

Registration _____ \$ _____

Food (no. of meals _____) \$ _____

Food (no. of meals _____) \$ _____

Lodging (no. of nights _____) \$ _____

Lodging (no. of nights _____) \$ _____

Other _____ \$ _____

Other _____ \$ _____

TOTAL \$ _____

TOTAL \$ _____

Comments: _____

Comments: _____

*Some funds will be held until January 15 for opportunities that come available after the September deadline.