



**OHIO**  
UNIVERSITY  
Chillicothe Campus

# Faculty/Administrator Travel Fund Application Cover Sheet

The program is intended to provide travel funds to support professional development activities/opportunities for group I, II, and IV faculty members and campus administrative staff who have performed at least one semester of service at OUC. The maximum award from the fund will be limited to \$1300 per Group I faculty member and \$1000 for Group II and IV faculty and Administrative staff per academic year.

**See the Faculty/Administrator Travel Fund Program Policy form for full details.**

For additional information or assistance, please contact your Division Coordinator, Supervisor or the Dean's Office.

**Name:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Travel Amount Requested:** \_\_\_\_\_ **Academic Rank/Position:** \_\_\_\_\_

**Name of Event** – Name of conference, event, or activity for which you are seeking support.

**Statement of Purpose** – Describe the purpose(s) of your travel request. Identify the conference, event, or other activity for which you are seeking support. Please attach a separate sheet if space provided is not sufficient.

**Dates of Travel** – \_\_\_\_\_

**Additional Information** - Please provide any additional information that may help the Faculty/Staff Development/Travel Committee and campus dean evaluate your request, including a detailed itemized budget for requested funds and evidence of prices (conference registration fee forms, hotel reservations, airfare prices, etc.).

**Approvals**

	<b>Recommended</b>	<b>Not Recommended</b>	<b>Date</b>
Division Coordinator/Supervisor	_____	_____	_____
Committee Chair	_____	_____	_____
Dean	_____	_____	_____