



# Faculty/Administrator Travel Fund Application Cover Sheet

The program is intended to provide travel funds to support professional development activities/opportunities for faculty members and campus administrative staff who have performed at least one semester of service at OUC. These activities include disseminating research, scholarship, or creative activities at discipline specific professional conferences or exhibits and attending professional development workshops. **The maximum award from the fund will be limited to \$1000 for each awardee per academic year.**

Applications must be submitted electronically to one of the FSDT Committee Co-Chairs no later than 5pm on **October 4th for the Fall 2019 semester** and **January 31st for the Spring and Summer 2020 semesters.**

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

**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** – \_\_\_\_\_

**Itemized Budget** – (Please provide documentation of the following applicable items with your application.)

|                           |       |
|---------------------------|-------|
| Event Registration Fees   | _____ |
| Mandatory Membership Fees | _____ |
| Accommodations            | _____ |
| Airfare                   | _____ |
| Other (please specify)    | _____ |
| <b>Total</b>              | _____ |

| Approvals       | Recommended | Not Recommended | Date  |
|-----------------|-------------|-----------------|-------|
| Committee Chair | _____       | _____           | _____ |
| Dean            | _____       | _____           | _____ |