

**International Travel**

**Faculty Conference/Travel Supplemental Form\***

Funding is competitive and the amount available to be awarded varies from year to year. Maximum funding per faculty member is \$1,000 per year.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Ext. \_\_\_\_\_ \_\_ fulltime \_\_ part/time

Name of conference/professional activity (include the name of the sponsoring organization):

Date(s) of attendance and location: \_\_\_\_\_

Please attach a copy of brochure or meeting announcement.

Briefly describe the significance of your professional development activity and how it will engage your faculty work:

Amount of funding for this trip approved by FDC: \_\_\_\_\_

Estimated cost of this trip: \_\_\_\_\_

Amount requested from the international travel fund: \_\_\_\_\_

Chairperson's recommendation: I approve this request and have discussed the coverage of classes and other faculty responsibilities with this faculty member.

Date: \_\_\_\_\_ Chairperson's signature: \_\_\_\_\_ Department \_\_\_\_\_

\*This form is a supplement to normal requests through FDC and addresses the higher costs of international travel.

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Status of pending request

Date received: \_\_\_\_\_ Date of trip: \_\_\_\_\_

Not approved \_\_\_\_\_ Approved \_\_\_\_\_

Level of funding \_\_\_\_\_

Provost's signature: \_\_\_\_\_