

**Academic Year \_\_\_\_\_**  
**College Travel Application:**

**Faculty: Please indicate the reason(s) for your travel by checking one of the following:**

1. To read a paper or present a poster reporting the results of creative activity at a conference or meeting.

Please indicate the title of the paper or poster presentation.

2. To engage in other activity at a conference or meeting. *Please check the appropriate box or boxes.*

Participate as a panel chair

Participate as a discussant

Perform responsibilities related to being a conference or meeting organizer

3. Please indicate the conference or meeting that you will be attending.

**Faculty: Please supply the following information:**

How much travel money are you seeking now? \$ \_\_\_\_\_

When will you begin and end your trip? Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

What is your travel destination? \_\_\_\_\_



Print Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Chair/Director: Please sign and send to the Dean's Office.**

Signature affirms the following:

Tenured or tenure track faculty member (\$600 per year)

Professor of Practice (\$600 per year)

Full-time lecturer or senior lecturer (\$300 per year)

Chair/Director Signature: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office Approval: \_\_\_\_\_ Amount Approved: \_\_\_\_\_ Date: \_\_\_\_\_

