

North Georgia College and State University
Faculty Development Funding Request
School of Arts & Letters

July 1 – Dec. 31 _____
Jan. 1 – June 30 _____

Today's Date _____

Name: _____ Department: _____

Dates of Proposed Travel: ____/____/____ - ____/____/____

Name of Organization/Conference: _____

Location of Conference: _____ Hotel: _____

Purpose: Presenter ____ Office/Board Member ____ Chair ____ Commentator ____ Attendee ____

Title of Presentation/Explanation of Role: (Please attach documentation supporting request, if available.)

Estimated Expenses: (Normally, funding will be for a maximum of 3 days. Fully explain requests for longer stays.)

Lodging: ____ nights @ \$_____/night..... _____

Travel:

Mileage: ____ miles @ \$.445 _____

Air Carrier _____ Fare: _____

Meals: (\$28/day except in "high cost" areas. See travel regulations.) _____

Registration Fee: _____

Other (Specify):....(shuttle, cab fare, parking, etc.)..... _____

Total Cost: _____

Amount of Departmental Travel Support: (If less than \$200, please explain.) _____

Amount Requested from Faculty Development Funds
(Total minus Departmental Support): _____

Faculty Member Signature: _____ Date: ____/____/____

Department Head Signature: _____ Date: ____/____/____

Dean Signature: _____ Date: ____/____/____

Documentation of registration fees, hotel rates and travel expenses MUST be attached for reimbursement.

Please circle one:

Rate importance of this conference for professional development:

1. Extraordinarily important. A rare opportunity and honor indeed.
2. Very important. One of the biggest in the field.
3. Important.
4. Fairly important.
5. More fun or exploratory than important. Could turn into something interesting.

Please circle one:

- A. Preliminary Request in anticipation of acceptance.
- B. Definite Request. Acceptance notification attached.
- C. Exploratory Request. A long shot, but just in case.