

Faculty Travel Award Funding Checklist

Traveler name:

Department:

Travel Dates:

Destination:

Purpose:

Does the travel expand the faculty member's scholarly work or institutional agenda? Yes No

Are students accompanying or co-presenting with faculty member? Yes No

(Priority will be given to faculty whose scholarly activities involve students, particularly those whose papers/posters include student co-authors.)

If presenting, is documentation on acceptance to present paper/abstract attached. Yes No
N/A

Narrative/memo to Dean attached? Yes No

Travel application complete? Yes No

Meets criteria for travel award: Yes No Maybe

Has applicant received Travel Award Funding from the Dean's office in the current fiscal year (July 1st – June 30th)? Yes No

Estimated expenses:			
Additional funding sought and acquired: (please list):			
Requested from home Dept.	Amount?	Received? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	
Requested from:	Amount?	Received? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	
Requested from:	Amount?	Received? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	
Comments:			
Recommended amount for the Dean to approve:	Domestic travel: \$	International travel: \$	
Amount the Dean has approved:	Domestic travel: \$	International travel: \$	Dean's Signature:
			Date: