

Faculty Professional Travel Fund Application Cover Sheet

This fund supports the travel expenses of faculty to attend conferences (not presenting). The final award is figured at 85% of the actual receipted expenses of a trip, including registration, up to a maximum reimbursement of \$850.

Please note that Utica College's Travel Policy requires that all receipts for all expenses incurred during travel **must** be submitted with a completed Travel Expense Voucher within two weeks of travel end date.

Please make every effort to submit application as early as possible before anticipated travel date.

Applicant: _____

Date: _____

1. Purpose of trip: _____
2. Location of event: _____
3. Dates of event: _____
4. Your role at the event: _____
5. Have you applied, or are you going to apply, for funding from any other sources? _____
 - a. If yes, from where? _____
 - b. If already awarded, total other funding: _____
6. Attach an explanation of how this event fits into your overall plan for professional development.
7. Attach a current Summary of Professional Activities.
8. Attach an itinerary and contact information so that the College can contact you in the event of an emergency.

Estimated Budget:

Transportation _____

Lodging _____

Meals _____

Miscellaneous _____

Registration _____

Total Estimated Amount: _____

For FRC Use:

Calculation of Estimated Award:

85% of **Estimated** Budget: _____

Total Estimated Award: _____

Dean's Signature: _____

****Note: Your School Dean's signature is required on this application for authorization of travel if NO ADVANCE is requested. If you are requesting an advance, please submit a Travel Authorization and Advance form, along with receipts, with this application. ****