

Family and Consumer Sciences

APPLICATION FOR DEPARTMENTAL TRAVEL SUPPORT

FACULTY AND GRADUATE STUDENTS

Support funding up to $2,000 is available to faculty, adjunct faculty and graduate students who are presenting or attending to gain approved leadership training at a professional state, regional or national meeting. A maximum of $500 is available to adjunct faculty and graduate students who are attending a professional meeting but not presenting. Such support is not automatic.

Faculty, adjunct faculty and graduate students must submit this application to the department head at least one week prior to travel. The request must include a budget of estimated expenses.

Graduate students must submit a letter of support from an advisor (academic or organization) to accompany this form.

Graduate students who are approved for funding support are required to share their experience in a manner that will benefit the department. Failure to do so will result in the student paying back the support allocation. Other consequences could include a hold on grades, transcripts, and conferring of degrees. The student must provide a statement of the personal benefit to be gained by attending and/or presenting and how their experience will be shared with the department. Incomplete applications will not be considered.

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Program Area: |  | |
| Status (check one): | Faculty  Graduate Student | Adjunct Faculty  Other (please describe here) |
| Professional Organization: |  | |
| Meeting Dates: |  | |
| Meeting Location: |  | |
| I will: | Present | Attend |
| Description of professional activity: |  | |
| Graduate Students only:  I intend to share my experience in the following manner (check at least one): | Professional poster displayed in the department.  Picture from the conference and written description of what was gained from the experience, submitted to the main office. | |

**Budget**

Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airfare: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per Diem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incidental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parking, Taxi, etc.)

Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Personal Benefit:** (graduate students only)