

Request for Professional Development Travel Funds

Fiscal Year: _____

Applicant Information

Title: _____ First Name: _____ Last Name: _____

Email: _____ Rank: _____

Tenure Status: Tenure Earning Tenured Full-Time Non-Tenure Part-Time Non-Tenure

Department: _____ Admin/Finance Contact: _____

Travel Priority

Priority 1 - Only **Tenure-Earning** Faculty are eligible for this priority

Tenure-earning faculty, subject to funding limits, who submit applications by the **First Monday in October** for travel to academic conferences or equivalent professional venues for the purpose of professional development or the presentation of research or creative work.

Priority 2 - Only **Tenured** Faculty are eligible for this priority

Tenured faculty, subject to funding limits, who submit applications by the **First Monday in October** for travel to academic conferences or equivalent professional venues for the purpose of presenting research or creative work.

Priority 3 - **Tenured and Tenure-Earning** Faculty are eligible for this priority

Tenured and Tenure-Earning faculty, subject to funding limits, who submit *after* the **First Monday in October** for travel to academic conferences or equivalent for the purpose of presenting research or creative work.

Priority 4 - Considered after May 1st, if funding allows

All other applicants

If Priority 4, select one of the following:

A. Travel for the purpose of research or creative work

B. Travel for the purpose of participating as an officer, committee member, discussant, reviewer, session chairperson, or editor

C. All other purposes

Trip Information

Name of conference or professional development activity:

Business Travel Begin Date: _____

Business Travel End Date: _____

Travel Destination:

In-State

Out of State

International

Is the purpose of your travel to present?

Yes

No

If YES, confirmation to present is required

Confirmation attached

Will submit when received

Have you been awarded Faculty PD Travel funds for another trip this FY?

Yes

No

If YES, what was the total award? _____

Have you used professional development funds for this same presentation or professional development activity in the past? Yes No

Funding Request Amount

_____ Total anticipated cost (from Business Office Travel Authorization Form)

_____ Maximum allowed amount (\$1,500 for travel within the contiguous U.S., \$2,000 for travel to Alaska, Hawaii, or international travel)

_____ Previous award amount

_____ **Total eligible amount**

Required Signatures

Applicant: _____

Date: _____

Director/Chairperson: _____

Date: _____

Dean: _____

Date: _____

Attach your Travel Authorization form and submit this application to the Office of the Provost by emailing to provost@pittstate.edu