

College of Education Faculty Development Travel Request

Name: _____ **Date Submitted:** _____ **Priority #** _____

Department: _____ **Has Proposal been accepted?** _____

Project Description: (please be brief; see directions) _____ **Amount Requested:** _____

Estimated Expenses:

Expense	Cost	Documentation
Registration fee (may not include membership or special events)		Copy of conference fee form or web page
Airfare (estimate for economy class)		Webpage print-out
Mileage to/from airport (# miles @ .50/mile)		
Baggage (\$XX each way)		Webpage print-out
Parking airport/other		
Taxis/Local Transportation (airport shuttle or taxi round trip fees—No personal excursions can be included)		
Meals: (per diem policy included in directions)		
Lodging (# days at conference rate including estimated taxes)		Conference fee form or web site listing conference rate
Other		
Total requested of committee *		

*** if you feel additional explanation of expenses is needed, please attach separately**

Documentation to attach:

- Conference proposal/abstract (if available)
- Notification of acceptance (if available)
- Registration fee form or conference web page listing fees
- Airfare (estimate or actual) or mileage
- Hotel rate
- Other (documentation to support other expenditures required for the travel)

Form Completion Directions/Tips/Examples

Project Description (a list is fine; complete sentences not needed; brevity encouraged, example below)

1. Dates of travel, location, and total amount requested (Note: Use dates of the faculty member's expected travel, not necessarily dates of the conference.)
2. Description of conference proposal, identifying if the proposal has been submitted and/or approved yet by the sponsoring organization.
3. Description of the significance of the conference in relationship to the faculty member's academic discipline and to their own professional development, scholarship goals, and/or significant stewardship role at the conference. (Note: Conference travel for stewardship responsibilities must be clearly explained.)
4. If partial funding is awarded, identification of which expenses are most critical to the faculty member in order to make the trip.
5. Identification of any remuneration the faculty member may be receiving from the sponsoring organization.

Project Description Example:

American Educational Research Association,

Travel Dates: 4/1/16-4/4/16, Seattle, WA

Most significant meetings of scholarship in my discipline; allows me to stay abreast of new research in the field

Presentation: Meeting ESEA Requirement for Student Growth Measures as a Key Element of Teacher Evaluations: How Student Learning Outcomes Work

Proposal is part of ongoing research on student growth models and will contribute to a journal manuscript in progress

Itemized Costs

Efforts should be made to get the best possible price for expenses such as airfare, hotel, and ground transportation. In the expenses table, provide actual cost or solid estimates of travel expenses. It is understood that some estimated expenses, such as airfare, may change and award would need to be adjusted accordingly. Committee awards will be based on actual costs and not percentage. Meal per diem is included for your convenience.

PER DIEM POLICY - AMOUNT PER MEAL

If Departure Time is:	If Return Time is:	In-State Maximum \$25/day	Out-of-State Maximum \$32/day
1. Before 6:30 AM	1. After 11:00 AM	\$6.00	\$7.00
	2. After 1:30 PM (Lunch)	\$7.00	\$9.00
	3. After 8:30 PM (Supper)	\$12.00	\$16.00
2. 6:30 AM or after and before 11:00 AM	1. After 1:30 PM (Lunch)	\$7.00	\$9.00
	2. After 8:30 PM	\$12.00	\$16.00
3. 11:00 AM or after and before 5:15 PM	1. After 8:30 PM (Supper)	\$12.00	\$16.00