

**AHSS College Travel Funding Request: Funding and Grad Students
Dean, College of Arts, Humanities and Social Sciences**

To be considered for travel funding submit this form to the Dean's Office by the end of the 2nd week in Oct
revised: 7/26/2021

Requests for travel support are considered for Individuals who are presenting papers/creative works in a regional, national or international conference or who have committee responsibilities in a national organization.

Click one: Assistant Professor Associate Professor Full Professor Full-time lecturer /Grad Student

Name:	
Conference:	
City, State:	
Dates:	
Purpose:	

Are you accepted? (click one) yes no

If "No" above, how certain are you that you will be going? % of certainty you are going

Course Coverage: How will your courses be covered in your absence? Who will handle your advising duties (if any)?

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Estimate of Expenses

Airfare	
Lodging	
Per diem	
Registration	
Other	
Total	

Funding Sources

Department funds	
Other Match	
Amount Requested from Dean [see below]	

Previous funding from Dean's Office during current Fiscal Year

I have received funding from Dean's office for travel this year (click one): Yes No
If Yes, please list amount: _____

Funding request approved by Department Chair/Head

Department Approval: _____

Funding Approved by Dean

Dean's Approval: _____ \$ _____

Tiered Travel Allotment

Assistant Professor	1,000.00
Associate Professor	1,000.00
Full Professor	500.00
Full-time Lecturer / Grad Student	100.00