

**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: 6/26/2018

*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)?

***Estimate of Expenses***

Airfare	
Lodging	
Per diem	
Registration	
Other	
<b>Total</b>	

***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	750.00
Full Professor	500.00
Full-time Lecturer / Grad Student	100.00