

## Faculty Travel with Students Fund Application Cover Sheet

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This fund supports the travel expenses of faculty accompanying students who are presenting papers, chairing a session, serving as an officer, or serving as a formally invited discussant at a professional conference. The final award is figured at 85% of the actual receipted expenses of a trip, including registration, up to a maximum reimbursement of \$950.

Please note that Utica College's Travel Policy requires that all receipts for all expenses incurred during travel **must** be submitted with a completed Travel Expense Voucher within two weeks from travel end date.

**Please make every effort to submit application as early as possible before anticipated travel date.**

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Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

1. Purpose of trip: \_\_\_\_\_
2. Location of event: \_\_\_\_\_
3. Dates of event: \_\_\_\_\_
4. Student(s) Attending: \_\_\_\_\_
5. Your role at the event: \_\_\_\_\_
6. Have you applied, or are you going to apply, for funding from any other sources? \_\_\_\_\_
  - a. If yes, from where? \_\_\_\_\_
  - b. If already awarded, total other funding: \_\_\_\_\_
7. Attach an explanation of how this event fits into your overall plan for professional development.
8. Attach a current Summary of Professional Activities.
9. Attach an itinerary and contact information so that the College can contact you in the event of an emergency.

Estimated Budget:

Transportation \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Registration \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**Total Estimated Amount:** \_\_\_\_\_

<b>For FRC Use:</b>
_____
Calculation of Estimated Award:
85% of <b>Estimated</b> Budget: _____
Total Estimated Award: _____

**Dean's Signature:** \_\_\_\_\_

**\*\*Note: Your School Dean's signature is required on this application for authorization of travel if NO ADVANCE is requested. If you are requesting an advance, please submit a Travel Authorization and Advance form, along with receipts, with this application. \*\***

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