



Faculty Conference and Travel Fund Request

Form and supporting documents MUST be submitted **electronically** as ONE document.

Name: _____ Date: _____

Department: _____ Phone Ext.: _____ FT
PT

Name of Conference or Development Activity (include the name of the sponsoring organization):

Dates of Attendance: _____

Location: _____

Please attach a brochure or meeting announcement. If you are applying for funds at Level 1 or 2, you must also enclose further supporting documentation.

Please indicate the nature of your participation:

Level 1 - 100% – Presenting original work for the first time.

First time presentation can be in the form of oral, poster or other accepted means of presentation at a recognized conference in the field.

Title: _____

Please attach an abstract (in English) and, if possible, a letter of acceptance from the conference organizers. Before you are reimbursed, you must also submit a copy of the paper itself. If your presentation did not involve a formal paper, you must submit a summary of your presentation and a copy of the program.

Level 2 – 75%

Please indicate the basis for your funding request. **Please attach supporting materials.**

Level 3 – 60% of the amount up to \$500, 50% of the amount over \$500

All Level 3 requests will be held for review at the March meeting of the FDC and will be awarded based on the availability of funds.

The applicant is expected to find the most economical rate for travel and lodging before filling in the following information. FDC reserves the right to limit travel, food and/or lodging budgets.

Travel: Plane/train/bus fare: \$ _____
Mileage @ \$.56/mi: \$ _____
Parking \$ _____

Food: \$ _____

Receipts must be submitted in order to receive food reimbursement. Your expenses will be reimbursed for actual expenses. When conference registration fees include meals, please adjust the daily expenditures accordingly. Please refer to the College reimbursement and credit card policy.

Lodging: \$ _____

Registration: \$ _____
(Reimbursement applies to conference/registration fees only, not membership dues.)

Other: \$ _____

Please explain: _____

TOTAL: \$ _____

How much funding have you received during this FISCAL year (7/1 - 6/30)? \$ _____

For summer requests only: Do you plan to return to your faculty position at Hood in the coming academic year? Yes No.

To receive funds, a faculty member must be under contract to the College, and in the case of summer funding, a faculty member must be under contract for the following academic year.

In no case will a full-time faculty member receive more than \$1,500 or a part-time faculty member receive more than \$750 in one FISCAL year.

Please send completed form and supporting materials electronically (as ONE document) to the Faculty Development Committee, c/o Julie Chalk, Provost's Office, chalk@hood.edu.