

Request Form for Dean's Office Support:  
Faculty Conference Travel

\_\_\_\_\_ Date

Faculty Member \_\_\_\_\_

Location of Conference \_\_\_\_\_

Dates of Conference \_\_\_\_\_

Estimated Cost of Round Trip Air Fare \_\_\_\_\_

Nature of Participation in Conference (Attach letter of invitation or acceptance of paper when applying for support, with an actual copy of the paper when completed).\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
(Amount and kind of support provided by Department)

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
(Amount Approved by Dean)

\_\_\_\_\_  
Dean's Signature

\* Prior expectations for travel support from the dean's office included a request for a copy of the conference paper. If the conference paper has not been completed at the time of this request, faculty and department chair signatures provide assurance that the document will be forwarded to Dean's office upon completion. Submission of the completed conference paper request shall continue to serve as a prerequisite for future funding.