



## Request for Faculty Development Funds

*Please complete and submit to your Dean*

Name: \_\_\_\_\_

College:      GCAS      PCPS      MDCHS

Date of Request: \_\_\_\_\_

Title of Event/Sponsoring Organization: \_\_\_\_\_

Date(s) and Location of Event: \_\_\_\_\_

\_\_\_ Presenting a paper                      \*Title: \_\_\_\_\_

\_\_\_ Other form of active participation      \*Describe: \_\_\_\_\_

\_\_\_ Attending only

\_\_\_ Other "non-conference" project      \*Describe: \_\_\_\_\_

Expenses:

Type of Expense	Anticipated Expense
Registration for Conference	
Hotel (cost per night:      ; number of nights:      )	
Travel (type:      ) If auto, miles x \$0.655 mileage rate	
Other (please note meals other than meeting banquets are not eligible)	
	Total Expenses Requested:

*Note: Maximum amount for presenting is \$1000; maximum amount for active participation is \$850; maximum amount for attendance only is \$600. Yearly total (July 1-June 30) per faculty member is \$1000. However, please report all allowable actual expenses above this amount, as any unallocated funds remaining at the end of the academic year will be added to the maximum amounts in proportion to actual expenses.*

For faculty with primary appointment in Baldwin Adult and Online Programs: Have you applied for funding via Baldwin Adult and Online Programs, as meetings primarily related to adult education may be funded by that budget?    yes      no    If so, how much reimbursement have you received from Baldwin Adult and Online Programs this year?

For all faculty: Have you received Faculty Development Funds in the past year?    yes      no    If so, briefly note what those funds were used for:

Signature: \_\_\_\_\_

*If approved, please forward all original receipts for reimbursable expenses to your Dean or designee.*

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Approved by Dean:    yes      no      Amount approved: \_\_\_\_\_

Signature of Dean/Date: \_\_\_\_\_

