

COLLEGE OF NURSING
Request for Travel/Professional Development Funds
2021-2022 - UPDATED

Name: _____

Date: _____

Faculty Rank: Tenure Track ____ Associate ____ Clinical ____ Instructional Track ____
% FTE Appointment: _____

NAME OF MEETING: _____

CONF. REGISTRATION

WEBSITE: _____

SPONSORING ORG/FUNDING DEPT: _____

LOCATION (Virtual or In-Person): _____

DATES OF BUSINESS TRAVEL: _____ *PERSONAL DAYS OF TRAVEL:* _____

***YOUR PARTICIPATION** (Circle your activity)

Priority 1:

- Presenting papers, posters or other scholarly work; receiving an award at national conference where no funding is provided (priority will be given to paper presentations and to first author of paper or poster presentations)

Priority 2:

- Representing the College of Nursing at State or National Conferences at the request of the Dean or Associate Deans or organizational leadership/service if not funded by the organization (e.g. Board of Directors, Editorial Board, Committee Chair, Moderator/Discussant)

Priority 3:

- Professional development courses related to training for research, scholarship, or professional advancement

STATEMENT describing how the request will contribute to the strategic mission and goals of the college and how it will facilitate the conduct and dissemination of your scholarship/research endeavors and/or professional development:

ESTIMATE OF EXPENSES: (Do not include meals or mileage from home to airport)

Activity	Expense	Other Funding Source
Travel (air, car, etc.)	\$	
Lodging	\$	
Registration	\$	
Parking	\$	
Shuttle Service/Taxi	\$	
	\$	
Total Estimated Expenses	\$	

Sources of other funding (startup funds, grants, international, Council on Faculty, award (Daisy, Clinical Research Partnership):

*** **IF YOU HAVE OTHER SOURCES OF FUNDING, WE ASK YOU TO USE THOSE FIRST.** ***

For Office of Faculty Services Use Only

Priority 1 = \$ _____ Priority 2 = \$ _____ Priority 3 = \$ _____

Approved by _____ Date _____

Associate Dean for Faculty

MFK #:

*Evidence of presentation must accompany travel voucher for reimbursement.

Revised 1/21/2022