

COLLEGE OF NURSING TRAVEL APPLICATION

for **FACULTY SERVICES** PROFESSIONAL DEVELOPMENT FUNDS, **2024-2025**

Name: _____ Today's Date: _____

Faculty Rank (select one): Tenure Track Clinical Instructional Post Doc

FTE Appointment: _____% Division Head (select one): Sue Gardner Lisa Segre

Name of Meeting/Conference: _____

Conference link/website: _____

Your Attendance will be (select one): Virtual: In person: If in person, answer the following questions:

- City and state of this conference? _____
- Dates of business travel: _____
- List any personal travel dates: _____

*******YOUR PARTICIPATION (Note what you feel your priority number is in the statement area below) *******

Priority 1 Funding: (up to \$1,500): 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 Funding: (up to \$750): Professional development courses related to research, scholarship, or professional advancement.

STATEMENT: describe 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

ESTIMATED EXPENSES: (THIS FUND DOES NOT REIMBURSE MEALS OR MILEAGE TO/FROM DEPARTING AIRPORT.)

TYPE OF EXPENSE	EXPENSE ESTIMATED COST	OTHER FUNDING SOURCE(S): MFK(s), AMTS – startup or prof dev funds
TRANSPORTATION (AIR, CAR, ETC.)	\$	
LODGING	\$	
REGISTRATION	\$	
PARKING	\$	
TAXI/UBER	\$	
TOTAL ESTIMATED EXPENSES =	\$	

****If you have other sources of funds, we ask you use those first before additional funds from this acct** Evidence of presentation must accompany TEV for reimb. Send completed form to Brenda Van Dee via email for approval/processing.**

For Office of Faculty Services Use Only: **Priority 1 = \$** _____ **Priority 2 = \$** _____

Division Head Approval _____ **Date** _____

MFK(s): _____