DAVIS & ELKINS COLLEGE

Faculty Travel Grant Application

1. Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Department/Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Proposed activity (describe the nature of the activity and your involvement and attach any supporting documentation):

1. How will your participation in this activity contribute to your development as a D&E College faculty member and/or to the overall mission of the College?

1. Dates of travel and attendance:

1. Budget:

a. Travel

 Auto (55.5/mile x \_\_\_\_ miles)

Airfare/other $ \_\_\_\_\_\_\_\_\_\_\_\_\_

b. Meals

Estimated Meals (\_\_\_ days x $35 per day) $ \_\_\_\_\_\_\_\_\_\_\_\_\_

 c. Lodging

 Hotel/Motel (\_\_\_\_ days x $\_\_\_\_ per day) $ \_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Other (specify): $ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Subtotal $ \_\_\_\_\_\_\_\_\_\_\_\_\_

 90% of Subtotal $ \_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Registration Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Grand Total Requested $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Division Chair Comments:

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Academic Affairs Comments:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Faculty Development Committee:***

Disapproved \_\_\_\_\_\_\_\_\_ Approved for $\_\_\_\_\_\_\_\_\_\_

**Applicant:** *(Please check one)*

**\_\_\_\_** I would like to request a Travel Advance for the funds approved with the understanding that I will keep track of all receipts/expenses, complete a Travel Expense Report, attach said receipts upon my return and return any unused funds to the Business Office.

**\_\_\_\_\_** I will not require a Travel Advance but will keep track of all receipts/expenses and complete a Travel Expense Report with said receipts upon my return for reimbursement.

***NB: If approved, the faculty member must submit a Travel Expense Report (with receipts) to the Business Office. If due a reimbursement, receipts must be provided.***

***You may be asked to do an oral presentation as well as a written report upon your return, as part of the Mellon Fund guidelines.***

*Revised 1/30/20*