

DAVIS & ELKINS COLLEGE
Faculty Travel Grant Application

1. Name of applicant _____

2. Department/Division _____

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

4. 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?

5. How will the proposed travel benefit classroom experience or impact to students?

6. Dates of travel and attendance:

7. Budget:

a. Travel

Auto (.555/mile x _____ miles)

Airfare/other

\$ _____

b. Meals

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

\$ _____

c. Lodging

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

\$ _____

d. Other (specify):

\$ _____

Subtotal

\$ _____

90% of Subtotal

\$ _____

e. Registration Fee

\$ _____

Grand Total Requested

\$ _____

Signature _____

Date _____

DAVIS & ELKINS COLLEGE
Faculty Travel Grant Application

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.