



Faculty Development Funds Request Form

Applicant's Name: _____ **Date:** [Click here to enter a date.](#) **Department:** _____

Category of Funds Requested. (*The total of parts A, B and C are limited to requests of \$750 for attendee, \$1000 for presenter or formal session speaker. Please indicate which category applies to you in this application. Please note that this amount is a total limit of available funds per faculty member per academic year.*)

- A. Travel
- B. Professional Dues (limit \$100 of totals mentioned above)
- C. Other: Specify: _____

A. Travel

Name of Conference: _____

Dates of travel: Start [Click here to enter a date.](#) **End** [Click here to enter a date.](#)

Expense Category	Full Amount (Estimated or Actual)
Lodging (attached estimate or receipt)	\$ _____
Registration (attached estimate or receipt)	\$ _____
Transportation (air, university vehicle, or 0.305 mile private vehicle by Pfeiffer policy) (attach estimate or receipt; include estimate of mileage, e.g., Google maps)	\$ _____
Meals (\$25 per day maximum by Pfeiffer policy; exceptions noted on Travel Reimbursements Form, Instructions tab) (if requesting reimbursement, attach receipts)	\$ _____
Other (specify) _____	\$ _____
Total Travel Cost Estimate (add all expenses for travel)	\$ _____
Total Travel Amount Requested	<input type="checkbox"/> \$750 <input type="checkbox"/> \$1000 <input type="checkbox"/> other (less than \$750 or \$1000, depending on participation level); specify amount: \$ _____

B. Professional Dues: Name of Organization _____

Amount requested \$ _____
 (Attach dues statement and/or receipt)

C. Other: Attach all details on separate sheet(s) of paper

Amount requested \$ _____
 (Attach details)

See next page

Total Amount Requested from Pfeiffer (Parts A + B + C within limits above):

D. Complete each section below in detail:

Nature and Summary of Professional Program:

My Participation and Involvement in this Program (e.g., member, officer, attendee, presenter, session leader, etc.):

How This Program Enhances My Professional, Departmental, and University Goals:

- Attached copy of brochure/flyer and/or printout from web links to information about program and/or your participation level
- Attached copy of receipt or estimates for expenses noted above (e.g., proof of airline or hotel estimate)

Your Program/Department Chair or Dean must approve this application before it can be considered by the Faculty Development Committee. Electronic signatures or forwarded emails of Chair/Dean approval are adequate for demonstrating signed approval below.

Faculty Signature: _____ Program/Department Chair/Dean: _____

Please note that only electronic proposals/requests to the Chair of the Faculty Development Committee will be accepted and considered. Please do not send paper copies.

Updated February 2018, LB.