REQUEST FOR COURSE AND SEMINAR TRAVEL FUNDING

to THE UNIVERSITY ENRICHMENT COMMITTEE

NAME ________________________________  DEPARTMENT ____________________________

TELEPHONE _____________________________  E-MAIL ________________________________

NAME OF MEETING ________________________  PLACE OF MEETING _______________________

DATES OF MEETING: _______________________

Please submit with this cover page a brochure describing the course or seminar and a written description of the relationship between the course or seminar and your disciplinary and teaching responsibilities. A course and seminar grant will pay for fifty per cent (to a maximum of $995) of the total of (1) the actual cost of your rail or airfare (or mileage if driving is less costly than traveling by rail or air; (2) up to $40 toward ground transportation, (3) up to $125 toward lodging and meal expenses (for which you have receipts) for each night you are at the course (maximum $610), and (4) the actual registration or tuition fee. The total amount of the grant will not exceed $995. Although the amounts to be reimbursed under the grant cannot be known until you actually incur these costs, please anticipate these costs as accurately as you can below. The actual amounts reimbursed if a grant is awarded will be adjusted upward or downward based on your actual expenses for the areas listed below.

ANTICIPATED EXPENSES:

Rail or Air Fare ______________________________ + $40 Ground fares……… $ __________
or
Car Miles ________________________________ @ .555 per mile……………… $ __________

Number of Nights at the Seminar ____________

Lodging and Meals = Number of Nights @ $125 (Maximum is $610) ............ $ ________

Course or Seminar Registration or Tuition Fee ........................................ $ ________

Total Eligible Anticipated Expenses (Maximum is $1990) .................... $ ________

50% of Eligible Anticipated Expenses (Maximum is $995) .................... $ ________

FOREIGN TRAVEL: Does attending your course or seminar involve travel outside of the United States? Yes  No

If yes, please list the name of all countries where you plan to travel:

• Please sign a Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form and include a copy with your application materials, http://www.pugetsound.edu/academics/faculty-staff-resources/professional-development/


Upon completion of the course or seminar I agree to provide the University Enrichment Committee with a report summarizing the activity and the derived benefits from the program and to provide original expense receipts.

____________________________________________________________________

Signature of Travel Grant Applicant  Date

As the Department Chair, I agree to assess professionally the written presentation should I be requested to do so by the University Enrichment Committee.

____________________________________________________________________

Signature of Department Chair  Date

Please send your Course and Seminar Travel Grant Application by May 15 to
Associate Dean Sunil Kukreja, CMB 1020, Jones 212.