

FACULTY DEVELOPMENT TRAVEL ACCOUNT AUTHORIZATION FORM

(Revised August 2008)

In order to ensure that travel expenses will be covered, faculty members must complete the following form and submit it to the VPAA's Office PRIOR to making reservations and/or taking the trip.

Professional development travel funds are designed to support travel associated with professional meetings, conferences and groups for the purpose of 1) engaging in ongoing professional conversation that advances faculty members' knowledge of their disciplines, 2) sharing one's own scholarly or creative work with others in the field, and 3) advancing knowledge of pedagogy or other areas pertinent to a faculty member's teaching assignments.

I. Name _____

Department _____

II. Event (Name of meeting/conference/workshop/course.)

Role at event (Presenter, participant, moderator, panelist, organizer, etc.)

Destination of Travel _____

Dates of Travel _____

III. Statement of Purpose (Provide a statement of how your proposed travel supports your professional development as defined by the above definition and how it is linked to your specific overall professional development plan.)

Signature _____ **Date** _____

IV. Approval

I approve this request. The travel that is described supports this faculty member's professional development goals and is consistent with the Personnel Committee's ongoing reviews of this individual.

Signature of Department Chair _____ **Date** _____

(If requester is a department chair, the VPAA signs; if requester is a spouse of a department chair, "chair designee" signs.)

Temporary cash advances may be made for occasional travel. Such advances will be used sparingly and will not be used when prior planning would make them unnecessary. Advances must be cleared with proper expense documentation (receipts) within four (4) working days of return. Subsequent cash advances will not be made to individuals who have not properly accounted for prior advances. Employee cash advances that are not properly cleared within four (4) working days may be collected from employees by payroll deduction. Advances will be made based on estimated expenditures. Advances will not be made for mileage or "miscellaneous" expenditures. No advance will be made in excess of \$200 per day.

Cash Advance Needed \$ _____

Cash Advance Approved by VPAA _____ Date _____