

Request for Faculty Development Funds

English Department

Name

Date of
event/
conference

Destination

I. Purpose of Request (check as appropriate)

Regional
Conference
Professional Activity*

National
Symposium
Other

International
Research

*E.g., elected officer, performance, exhibition, etc.

II. Description of Request

III. Detailed Budget

Provide an itemized list of the expenses which will be incurred in the implementation of this request.

Transportation:

Lodging:

Meals:

Registration Fee:

Other:

Total \$ Expenses:

Minus other
funding (please
specify source)

**Total \$
Requested from
Faculty
Development
Funds:**

Signature

Date of
Request