

Faculty Funding Request Form

For Travel or Special Project Support

Submit this form with supporting documentation (e.g., conference brochure, budget details, project proposal) to the dean's office via email or in person delivery to the dean and the office manager at least 8 weeks prior to the planned activity.

***Forms submitted without chair/director approval will not be considered**

1. Faculty Information

Name: _____

Department: _____

Email: _____

Phone: _____

Rank/Title: _____

2. Type of Funding Requested

(Check one or both if applicable)

☐ Travel

☐ Special Project

3. Description of Activity or Project

Title of Conference/Project: _____

Location (City, State, Country): _____

Dates of Travel/Project: _____

Brief Description (Include purpose, goals, and significance):

4. Budget Request

Airfare / Transportation	\$ _____
Lodging	\$ _____
Meals / Per Diem	\$ _____
Registration Fees	\$ _____
Materials / Supplies	\$ _____
Other (specify): _____	\$ _____
Total Cost:	\$ _____
Total Requested:	\$ _____

5. Other Sources of Funding

Have you sought or received other funding for this request?

- ☐ Yes – Source: _____ Amount: \$ _____
- ☐ No

6. Justification for Funding (Explain how this activity supports your teaching, research, service, or departmental goals)

7. Approvals (Forms submitted without chair/director approval will not be considered)

Faculty Signature: _____ Date: _____

Department Chair: _____ Date: _____

Dean's Office Use Only

☐ Approved

☐ Not Approved

Funding Amount Approved: \$_____

Comments: