

**SPECIAL TRAVEL AWARD PROGRAM
2009-2010
REQUEST FOR FUNDS**

Please complete this form along with supporting documents to the
Office of Women's Affairs 305 Hullahen Hall.

Spring Deadline: March 12, 2010

Date: _____

Faculty Name: _____ Department: _____

Campus Address: _____ Email: _____

Telephone: _____

Classification: _____ (Part-time, Assistant Professor, Assoc. Prof., Full Prof)

Have you received funding from the Special Travel Award Program in the last 3 years?

_____ Yes _____ No

TRAVEL PLANS:

Sponsoring Organization: _____

Location: _____ Date: _____

Please attach the following supporting documentation:

1. Statement of:
 - a. how participation facilitates professional and career developments.
 - b. how activities deal with women's issues: (for example): Abstract or Conference History/Purpose
(should be **no more than one** page)
2. Evidence of conference participation; only **one** document is needed (acceptance letter, program, etc.)

DEPARTMENT APPROVAL FOR MATCHING FUNDS:

Department Funding: _____ Other Funding: _____

Chair Budget Administrator Signature: _____

Email: _____ Campus Phone: _____