

**SPECIAL TRAVEL AWARD PROGRAM
2007-2008
REQUEST FOR FUNDS**

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

Fall Deadline: October 5, 2007 Spring Deadline: March 7, 2008

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 how participation facilitates professional and career developments.
2. Statement of how activities deal with women's issues: (for example):
 1. Abstract
 2. Conference History/Purpose
3. Evidence of conference participation (acceptance letter, program, etc.)

DEPARTMENT APPROVAL FOR MATCHING FUNDS :

Department Funding: _____ Other Funding: _____

Chair Budget Administrator Signature: _____

Email: _____ Campus Phone: _____