TENNESSEE STATE UNIVERSITY

Academic Affairs

REQUEST FOR FACULTY DEVELOPMENT TRAVEL FUNDS

Please attach a copy of the conference brochure (with schedule of activities) and/or meeting agenda. A copy of the travel requisition form, indicating an estimate of expenses **must** accompany this request. *Approval is required prior to the travel event.

TO:	FROM:
Academic Affairs Tennessee State University 3500 John A. Merritt Blvd. Nashville, TN 37209	(Department Name) (Department Box #) 3500 John A. Merritt Blvd. Nashville, TN 37209

Part I. General Information

Employee and/or Visitor Name:	Employee ID Number (SSN if visitor): **T**	Date of Departure/Date of Return:
Department Name:	College:	Employee's Title:

Amount Requested: _____
(up to $2,100.00)

Conference Location: _____

Reason for Request (check one):

- ☐ Accreditation Purpose
- ☐ Conference Committee Member
- ☐ Conference Participant
- ☐ Conference Presenter
- ☐ Faculty Candidate Interview
- ☐ Officer in Organization
- ☐ Promotion Faculty Preparation
- ☐ Research
- ☐ Tenure Faculty Preparation
- ☐ Other (please explain) _____

Detailed description and purpose of travel request:

Intended faculty development and outcome:

List journals/other papers, articles, research to be submitted for publication:

Part II. Approvals

Tennessee State University	
Department Chair (or designee) Date	Dean (or designee) Date

Tennessee State University

Vice President (or designee) Date