

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: Academic Affairs Tennessee State University 3500 John A. Merritt Blvd. Nashville, TN 37209	FROM: (Department Name) (Department Box #) 3500 John A. Merritt Blvd. Nashville, TN 37209
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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: _____ <div style="text-align: right; margin-left: 200px;">(up to \$1,000.00)</div>														
Conference Location: _____														
Reason for Request (check one): <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Accreditation Purpose</td> <td><input type="checkbox"/> Faculty Candidate Interview</td> <td><input type="checkbox"/> Tenure Faculty Preparation</td> </tr> <tr> <td><input type="checkbox"/> Conference Committee Member</td> <td><input type="checkbox"/> Officer in Organization</td> <td><input type="checkbox"/> Other (please explain)</td> </tr> <tr> <td><input type="checkbox"/> Conference Participant</td> <td><input type="checkbox"/> Promotion Faculty Preparation</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Conference Presenter</td> <td><input type="checkbox"/> Research</td> <td></td> </tr> </table>			<input type="checkbox"/> Accreditation Purpose	<input type="checkbox"/> Faculty Candidate Interview	<input type="checkbox"/> Tenure Faculty Preparation	<input type="checkbox"/> Conference Committee Member	<input type="checkbox"/> Officer in Organization	<input type="checkbox"/> Other (please explain)	<input type="checkbox"/> Conference Participant	<input type="checkbox"/> Promotion Faculty Preparation		<input type="checkbox"/> Conference Presenter	<input type="checkbox"/> Research	
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<input type="checkbox"/> Conference Presenter	<input type="checkbox"/> Research													
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	