### PROVOST FUND FOR FACULTY TRAVEL – The College & Library

Awards from the Provost Fund for Faculty Travel are restricted to tenured and tenure-track members of the faculty, Visiting Professors with multi-year contracts (if their appointments continue through the award year), library faculty, lecturers, and senior lecturers on continuing (two or more year) appointments on the Reynolda Campus. The fund provides supplementary travel support for faculty participating in an academic conference, diversity and inclusion event, other professional event (by presenting or discussing a paper/film/project or chairing a session) or conducting other work-related travel approved by the department chair or dean. These funds are intended to be supplementary and, therefore, can be accessed only after a faculty member has used his or her allotment from the department or school. To be reimbursed after returning from your travels, please submit this completed form and a completed T&E form with your original receipts attached. Reimbursement will not be made prior to your travel.

**NAME:** __________________________________________________________________

**DEPARTMENT/SCHOOL:** ___________________________________________________

**CAMPUS EXTENSION:** _________________ **E-MAIL ADDRESS:** ___________________

**RANK:**

- _______ Professor
- _______ Associate Professor
- _______ Assistant Professor
- _______ Visiting Professor
- _______ Library Faculty
- _______ Lecturer

**STATUS:**

- _______ Tenured
- _______ Tenure-track
- _______ Multi-year Contract

**CONFERENCE OR RESEARCH TITLE:** _________________________________________

__________________________________________________________________________

**AMOUNT OF MONEY REQUESTED:** $_________________________ (up to $1000)

**TRAVEL DATES:** from _________________ to _________________

Have you fully used your travel allotment from your department or school?   __________

If attending an academic conference, were you presenting or discussing a paper or chairing a session? Please attach a copy of the conference schedule to document your participation.                                                        __________

Please provide a brief description of your academic conference or research-related travel and a breakdown of expenses (attach additional sheets if needed).

__________________________________________________________

Applicant’s signature

__________________________________________________________

Department Chair or Dean’s signature

Please submit the completed application, T&E voucher, and original receipts to the Provost Office in 204 Reynolda Hall.