



**PROVOST’S FUND FOR FACULTY TRAVEL – The College & Library**

The Provost’s Fund for Faculty Travel provides supplementary travel support for faculty participating in an academic conference, a diversity and inclusion event, or other select professional event by presenting or discussing a paper/film/project or chairing a session. The department chair or dean may recommend use of these funds for non-conference research related travel. Awards from the Provost Fund for Faculty Travel are restricted to tenured and tenure-track members of the faculty, visiting professors with renewed 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. **Approval by the department chair or dean is required.** Please see Provost’s website for additional information.

To ensure funding is available, please submit this completed form to the Provost Office by March 1. Faculty will be notified by March 15<sup>th</sup> if funding is not available. Submissions received after March 1 will be subject to funding availability.

NAME: \_\_\_\_\_

DEPARTMENT/SCHOOL: \_\_\_\_\_

CAMPUS EXTENSION: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

RANK:	_____ Professor	STATUS:	_____ Tenured
	_____ Associate Professor		_____ Tenure-track
	_____ Assistant Professor		_____ Multi-year Contract
	_____ Visiting Professor		
	_____ Library Faculty		
	_____ Lecturer		

CONFERENCE OR RESEARCH TITLE: \_\_\_\_\_

AMOUNT OF MONEY REQUESTED: \$ \_\_\_\_\_ (up to \$1000 per academic year)

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 form to the Provost Office in 204 Reynolda Hall.