

TRAVEL REQUEST FOR AFFILIATE FACULTY PROFESSIONAL DEVELOPMENT FUNDING

Department of Communication Studies – Metropolitan State University of Denver

This form must be submitted to Dr. Samuel Jay (sjay@msudenver.edu) no less than 30 days prior to professional development opportunity for which funding is requested.

Name: _____ 900#: _____

Department: _____ Email: _____

Purpose of Request (Check all that apply):

- Attend a conference
- Participate in a conference (e.g. round table discussion, etc.)
- Make a presentation at a conference (e.g. a paper, poster, exhibit, performance, etc.)
- Serve as an official of a national- or state-level conference
- Conduct research
- Other purpose (please explain): _____

Name of Conference: _____

Title of Presentation or Exhibit: _____

Location of Conference: _____

Start date: _____ End date: _____

Estimated Expenditures

Transportation	\$ _____
Registration	\$ _____
Hotel/Lodging	\$ _____
Food	\$ _____
Other*	\$ _____
Total	\$ _____

**Include other expenses such as parking, taxi fare, bus fare, tips, etc.*

As part of the funding process, hard-copy, itemized receipts for transportation, registration, hotel/lodging, food (alcoholic beverages will not be covered), and other expenses must be provided to Dr. Samuel Jay, the Comm Studies Affiliate Coordinator, within 30 days of travel.

Brief Rational (include ways professional development will enhance pedagogy or its practitioners):

Signatures:

Traveler: _____ Date: _____

Comm Studies Affiliate Coordinator: _____ Date: _____

Comm Studies Chair: _____ Date: _____