

The Metropolitan State University of Denver School of Letters, Arts and Sciences

TRAVEL REQUEST (TR) FOR FACULTY PROFESSIONAL DEVELOPMENT FUNDING
For use by tenured and tenure-track faculty only

(This TR application is **not** to be used in place of the Travel Authorization (TA) form for pre or post travel)

NAME: _____ 900#: _____
DEPARTMENT: _____ EMAIL: _____

PURPOSE OF REQUEST (CHECK ANY THAT APPLY)

- ATTEND A CONFERENCE
- PARTICIPATE IN A CONFERENCE, i.e., round table discussion..
- MAKE A PRESENTATION AT A CONFERENCE, a paper, an exhibit, etc.
- SERVE AS AN OFFICIAL OF A NATIONAL OR STATE LEVEL CONFERENCE
- CONDUCT RESEARCH
- OTHER PURPOSE (explain) _____

NAME OF CONFERENCE: _____

TITLE OF PRESENTATION
OR EXHIBIT: _____

LOCATION OF CONFERENCE: _____

DATES: START _____ END _____

ESTIMATED EXPENDITURES:

TRANSPORTATION	\$ _____
REGISTRATION	\$ _____
HOTEL/LODGING	\$ _____
FOOD	\$ _____
OTHER*	\$ _____
TOTAL	\$ _____

*INCLUDE OTHER EXPENSES, SUCH AS SERVICES, PARKING, MILEAGE, TAXI FARE, BUS FARE, TIPS, AND ADMISSION FEES.

BRIEF RATIONALE: (Include any ways in which the professional development will enhance pedagogy or its practitioners)

SIGNATURES:

Traveler: _____ Date: _____
Chair: _____ Date: _____