

PROFESSIONAL DEVELOPMENT COMMITTEE GRANT REQUEST FOR A PRESENTATION, WORKSHOP, OR COURSE

Name: _____ Department: _____ Date: _____

Please note that this form is only for requesting Professional Development Committee funds. FMU travel forms detailing proposed expenses must be submitted to the Chair's/Dean's office at least 7 days prior to departure, and upon completion of the trip, to OBA-Accounting for reimbursement. Reimbursement must be requested within 30 days of the completion of the trip or by the end of the fiscal year (June 30 - whichever comes first), otherwise funds will be returned to the Professional Development Budget. Submit two (2) typed copies of this form with appropriate signatures.

1. Please indicate the reason for your trip or course. Include: the meeting to be attended, place, dates, sponsoring organization, and any other relevant information.

2. Answer 2 a and b *only* if you are giving a *paper/presentation/workshop* or *other significant activity*:

a) Please indicate the nature of your participation in the meeting.

b) If giving a *paper/presentation/workshop*, please include a brief abstract.

c) How were you chosen to participate?

d) Has this *paper/presentation* been given at any other time, and if so, where and when? If Professional Development funding was provided for a previous iteration of this presentation, please indicate the date(s) of previous presentation and amount(s) of Professional Development funds received.

3. If attending a *workshop, meeting, or course only*: please explain how it is germane to your academic area.

Fill out the budget below. The proposed budget must comply with FMU travel procedures. Please give enough details to allow the committee to evaluate expenses reasonably.

		DEPARTURE		ARRIVAL		AUTO		AIR FARE	DAILY SUBSISTENCE				
DATE	TIME	CITY		TIME	CITY	MILES	AMOUNT	AMOUNT	LODGIN G	BREAK FAST	LUNCH	DINNER	TOTAL
						Totals							
OTHER FARES													
MISCELLANEOUS													
TOTAL EXPENSES													

Please attach any other information that may assist the Committee in considering the request.

Signature of Department Chair¹

Signature of Faculty Member

R. Almeida (Chair), G. Gourley, B. Johnson, L. Pike, L. Venters, R. Yanson

¹Requests from chairs and deans should be approved by the Provost's office before submission to the committee.