

FACULTY TRAVEL FUNDS REQUEST

Please print out this form, fill out the following information and submit the completed form to Campus Box K-146. (The blanks can be filled in before printing.)

POLICY FOR TRAVEL SUPPORT TO PROFESSIONAL MEETINGS

(see Faculty Handbook, Appendix A.11.)

1. Travel support is available for participation in scholarly conferences, usually those sponsored annually by a professional association. [Faculty wishing to participate in short-courses, workshops, subject matter conferences, or special colloquia should apply for Research Funding rather than travel support.]
2. "Knox will pay transportation costs, i.e., round trip fare by the cheapest regular air or rail accommodation, or by private auto if less expensive than public transportation." Please note that funds are not available for car rentals, taxi, or parking.
3. For those formally participating (presenting a paper, serving as a discussant, functioning as an office of the sponsoring association), an additional stipend of \$500 is provided to defray conference costs. Receipts must be submitted for reimbursement of this stipend.
4. If a paper is presented, a copy should be provided to the Dean of the College.

.....

Name _____ Today's date _____

Conference Title/Sponsorship

--

Place _____ Date _____

If paper is to be given, provide title; if you are a discussant, provide title of panel; if you will participate in another official capacity, please explain:

--

Anticipated travel by _____ (auto, train, air)

Cost of lowest available round-trip fare: _____

Would you be willing to meet with alumni in the city to which you're traveling? Yes ____ No ____

REIMBURSEMENT INSTRUCTIONS

A written summary of expenditures and appropriate receipts must be submitted to the Office of the Dean of the College in order to receive reimbursement.