

FACULTY DEVELOPMENT COMMITTEE
PROFESSIONAL TRAVEL GRANT APPLICATION

I am traveling to:
(conference/workshop name
and location)

My travel dates are:

Begin

End

My conference/workshop dates are:

Begin

End

I. The purpose of my travel is: (Check all that apply.)

- To present at a conference/workshop
- To attend a conference/workshop
- To organize a conference/workshop
- To conduct research
- To collaborate with colleagues from other institutions.
- Other (Please describe)

II. My travel will affect my professional development as a teacher because: (Check all that apply.)

- I will learn how to improve/implement new teaching strategies.
- I will learn of latest advances/new content in my field.
- I will network and create opportunities to collaborate.
- My work includes collaboration with students and is enhancing their educational experience.
- Other (Please describe briefly.)

Please briefly summarize how your travel will affect your professional development as a teacher.

III. My travel will affect my professional development as a scholar because: (Check all that apply.)

- It will help me gain prominence in my discipline.
- It will allow me to research for a scholarly project.
- It will allow me to make a presentation, adding to my scholarly activities.
- It will help me collaborate with other scholars in my field.
- Other (Please describe briefly.)

Please briefly summarize how your travel will affect your professional development as a scholar.

**IV. Upon completion of your travel, please explain *what* you will share and *how* you would do this.
(Informal brown bag session, more formal lecture, workshop, etc.)**

Itemized Budget

Item producing cost

Estimated Cost

Conference Registration.....	<input type="text"/>
Travel to conference (If flying, cost of ticket. If driving, mileage.).....	<input type="text"/>
Other Transportation.....	<input type="text"/>
Meals	<input type="text"/>
Lodging.....	<input type="text"/>
Miscellaneous expenses.....	<input type="text"/>
Total Cost	<input type="text"/>

Sources of funding

Estimated Funding

Academic Unit for travel.....	<input type="text"/>
Academic Unit for Conference Registration.....	<input type="text"/>
Macon State Foundation.....	<input type="text"/>
International Studies and Travel.....	<input type="text"/>
Student Life.....	<input type="text"/>
Other.....	<input type="text"/>
Total Revenue	<input type="text"/>

Total Amount Requested:

Please explain your budget: