

Department of English Travel Committee

Request for Departmental Travel Funds 2005-2006
(Please see reverse side for guidelines)

Name: _____ E-mail: _____

Your status in the department: ____ full time; ____ half-time; ____ -other (explain)

Title of paper to be presented (or nature of your participation in the event):

Length of presentation (pages or time allotted): _____

Sponsoring group and occasion:

Date of departure: _____

Destination: _____

Amount you are now requesting from the department's TC (see #5, over): _____

Please check one (see #4, over):

_____ I've already received a University FTG grant for 2004-2005; I'm now requesting English departmental funds for another trip.

_____ I've received an FTG grant and am hereby requesting supplementary funds from the department for that trip.

_____ I have an FTG application pending, and am also applying to the department in case the FTG is not approved.

_____ I've already received departmental TC support for 2004-2005. I'm now applying for a second department-supported trip in case any funds remain in April.

_____ Other (explain):

Anything else the Travel Committee should know about this application?

Please return this form to Parlin 108

Date reviewed: _____ Max. Amount \$ _____ by _____ e-notified _____