

# Department of English Travel Committee

2009/2010

Request for DEPARTMENT TRAVEL GRANT  
(Please consult guidelines and feel free to attach additional pages)

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Your status in the department      Full time      Half-time      other: (explain)

Destination (s): \_\_\_\_\_ Travel Dates: \_\_\_\_\_

\_\_\_\_\_  
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:  
\_\_\_\_\_

Amount(s) you are requesting from the  
department travel committee

Please check all  
that apply

_____	Airfare	\$900.00
_____	Hotel	\$125.00/night
		<u>Domestic</u>
_____	Airfare	\$400.00
_____	Hotel	\$125.00/night
_____	Registration fee	

**Please check one of the following:**

I'm traveling on a faculty exchange.  
The last year I received funding for exchange-related travel was: \_\_\_\_\_

I've already received a University FTG grant for the current academic year: I'm now requesting English departmental funds for another trip.

I've received an FTG grant and am 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 department TC support for the current year. I'm now applying for a second department-supported trip in case any funds remain in April.

I've applied for an SRG and am requesting additional support for travel for research.

Other Research Funding: \_\_\_\_\_  
\_\_\_\_\_

**Anything else the Travel Committee should know about this application? Please include relevant documentation if your trip is not eligible for funding from another University source.**

***Please return this form to Parlin 108***

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

If you have any questions please contact Deborah Peterson at 471-4991