

# College of Arts, Humanities and Social Sciences Faculty Request for Travel Funds

If you are a qualifying (see CAHSS Travel Guidelines) CAHSS faculty member who would like to request funds for travel, please complete and submit this form to your department office.

Please do not submit second travel requests at this time. If additional funds become available, a second call will go out in early spring.

Name \_\_\_\_\_

Department \_\_\_\_\_

Travel Destination \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Amount Requested \_\_\_\_\_ (Maximum of \$500)

Type of Trip:    \_\_\_ Program (beneficial to the institution)  
                  \_\_\_ Professional (beneficial to the faculty member)

***Department Use Only – Please prioritize “Program” trips only***

Program Trip Priority: \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date