

Winthrop University College of Visual and Performing Arts REQUEST FOR TRAVEL AND PROFESSIONAL DEVELOPMENT FUNDS

Name _____ Department _____

Destination _____ Dates of Travel _____

Select the appropriate reason for your travel:

Conference Professional Meeting Research Recruiting Visiting Artist

Other: Describe

Will you be presenting or submitting a proposal to present at a conference? ___ Yes No
If so, has your proposal been accepted? Yes No *funds may be approved pending acceptance

Will you be conducting recruitment activities on this trip? Yes No

Will you be escorting students on this trip? Yes No

If this is trip for a professional meeting, are you on the planning body and/or serve as an officer? Yes No

Will you miss classes and/or private lessons Yes No

If so, how will they be covered?

Are you receiving an honorarium and/or fee waiver in connection with this travel? Yes No

If so, how much?

Have other university funds (including department funds) already been awarded? Yes No

If so, how much?

Provide a statement of justification supporting your request for CVPA travel funds:

Faculty: submit this form along with a completed [Travel Authorization Form](#) to your chair by April 15 for priority consideration for travel/professional development activities that will occur between July 1 and June 30.

Department chair supporting statement:

Total amount requested: _____ Department contribution: _____ Priority Rating: 1 2

Chair: submit this form along with a completed [Travel Authorization Form](#) to Michelle Mitcham by May 1 for priority consideration.

The dean will make allocation decisions by May 15. Throughout the following academic year, requests for funds may be submitted after priority deadlines and awarded if additional or unused funds become available.

Dean approval amount: _____

Dean signature

Date