

FACULTY REQUEST FOR LOCAL FIELD TRIP GRANT

Academic Affairs is pleased to provide financial support through the academic colleges for academic enrichment and growth through the process of travel.

Funding for Local Field Trips

- Funding up to \$750 is available for local field trips (per trip) as part of a scheduled course activity. Requests for local field trips must be received 4 weeks prior to scheduled travel in order to be considered.
- All applications should be submitted directly to the Dean of the Academic College for consideration.

Faculty Name: _____

Faculty Email: _____@framingham.edu

Faculty Department: _____

Proposed travel:

Course: _____

Destination: _____

Dates of travel: _____

Requested Funding: \$_____ Total

Please describe the various costs involved with this request, such as:

- Ground transportation: rental car & gas; coach rental; rail; public transit; etc.
- Tickets
- Other

____ I agree to follow campus procedures for university field trips.

<https://www.framingham.edu/academics/academic-affairs/information-for-faculty/travel-information/index>

Faculty Signature: _____ Date: _____

Academic College Action:

____ Approved for \$_____

____ Not approved at this time.

Signature of the Dean: _____ Date: _____

FOAPAL: _____

Cc: Business office, Academic Affairs