



The Office of Academic Affairs is pleased to offer **\$500.00** in travel funds to part-time faculty. Applications for funding are accepted on a rolling basis throughout the academic year. Please complete the form below and electronically submit this form as a *signed, scanned .PDF file* to AcademicAffairs@framingham.edu.

Name: _____
Department: _____
Date: _____

What is the purpose of your travel?

___ Travel to present research/creative work

Please provide conference information (preferably through a URL) along with the title of your presentation, the conference location, and the dates of the conference:

___ Travel for professional development

Please provide conference information (preferably through a URL) along with the conference location and the dates of the conference:

___ Travel to conduct research

Please provide detailed information about your research project along with your travel dates and location(s):



Please provide a budget for your travel, to including the following items:

Item	Estimated cost
Conference fees	
Lodging	
Hotel parking	
Additional hotel expenses	
Airfare	
Luggage fees	
Meals (\$40 per day)	
Ground transportation	
Personal car mileage (currently \$.56/mile)	
Parking	
Total request	

Faculty Member Signature:

Printed Name

Signature

Date

Vice President for Academic Affairs Signature:

APPROVED: _____ DENIED: _____

Printed Name

Signature

Date