

**Department of Spanish and Portuguese  
Application for Faculty Conference Travel Funds**

Faculty Name: \_\_\_\_\_

Title of Conference: \_\_\_\_\_

Name of organization sponsoring the above-listed conference:

\_\_\_\_\_

Title of paper to be presented or justification for conference travel:

\_\_\_\_\_

\_\_\_\_\_

Date(s) and location of meeting: \_\_\_\_\_

Amount requested: \$\_\_\_\_\_ (Maximum \$1200 domestic; \$1500 international)

Expense details (i.e. airfare, ground transportation, lodging, meals, registration fees)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\* Please submit completed application, abstract of paper, letter of acceptance or conference program, and any applicable documentation to the Department Coordinator (5310 Rolfe) for submission to Chair.

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**Department Chair approval required before funds are dispensed.**

Approved?    YES                      NO

Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: Please see the S&P Department Coordinator regarding travel reimbursement requirements and information, 5310 Rolfe Hall.