

Faculty Leadership Fund Application Cover Sheet

This fund supports faculty presenting papers, chairing a session, serving as an officer, or serving as a formally invited discussant at a professional conference. The final award is figured at 85% of the actual receipted expenses of a trip, up to a maximum of \$1,100 for domestic travel, including Canada, and \$1,800 for international travel, plus the cost of registration.

Please note that Utica College's Travel Policy requires that all receipts for all expenses incurred during travel **must** be submitted with a completed Travel Expense Voucher within two weeks of travel end date.

Please make every effort to submit application as early as possible before anticipated travel date.

Applicant: _____ Date: _____

1. Purpose of trip: _____
2. Location of event: _____
3. Dates of event: _____
4. Your role at the event: _____
5. Have you applied, or are you going to apply, for funding from any other sources? _____
 - a. If yes, from where? _____
 - b. If already awarded, total other funding: _____
6. Attach an explanation of how this event fits into your overall plan for professional development.
7. Attach a current Summary of Professional Activities.
8. Attach an itinerary and contact information so that the College can contact you in the event of an emergency.

Estimated Budget:

Transportation _____
Lodging _____
Meals _____
Registration _____
Miscellaneous _____
Total Estimated Expenditures: _____

For FRC Use:
Calculation of Estimated Award:
85% of Estimated Budget: _____
+ Registration: _____
Total Estimated FRC Award: _____

Dean's Signature: _____

****Note: Your School Dean's signature is required on this application for authorization of travel if NO ADVANCE is requested. If you are requesting an advance, please submit a Travel Authorization and Advance Form, along with receipts, with this application.**