

COLLEGE *for* Creative STUDIES

2016/2017 Faculty Development Fund Request

All requests must be submitted as hard copies to Sharon Procter, Associate Provost, Office of Academic Affairs. Time sensitive requests may be submitted digitally to sprocter@collegeforcreativestudies.edu.

Faculty Name _____

Department _____

Other Travelers _____

Reason for Trip _____

Dates (approximate if not confirmed) _____

Is this request for a field trip? If so, a Student Development Fund submission is required. Yes No

A two to three paragraph rationale of how this experience will benefit the College **must** be attached for consideration. If the faculty is scheduled to teach during the time requested, include detailed plans for class coverage.

Anticipated Expenses

Table with 2 columns: Description, Cost. Rows include Conference/Competition Fee, Lodging, Transportation, Food, Other, and Total Anticipated Cost.

If the costs exceed the allotted budget, which budget center should be charged? _____

Applicant's Signature _____ Date _____

Chair's Signature _____ Date _____

Approved Denied Approved Amount _____

Academic Affairs's Signature _____ Date _____

*If approved, you are responsible for completing the necessary travel arrangements and all payment requisitions. Travelers must adhere to the CCS Travel and Entertainment Policy (Blackboard>Campus Offices>Human Resources>Policies & Procedures). All reimbursement forms must be filed within 60 days of the event. If the trip is canceled, please notify the Academic Affairs Office immediately.