**Faculty Travel to Present Application for Funding**

Please complete this application cover sheet and budget form by filling in the data boxes and attaching any required documents. Once the application is complete, including all of the required signatures, faculty should scan the entire application package into one PDF file and send an electronic version to your college dean’s assistant. Once dean’s office signatures are in place paperwork should be emailed to ttpgrants@butler.edu.

Hard copies of applications will not be accepted. Applications that do not follow the current guidelines will
be returned.

|  |  |  |
| --- | --- | --- |
| Name:   | E-mail:       | Phone:      |
| College:      | Department/Program:       |
| Tenured:[ ]  | Tenure-track:[ ]  | Non tenure-track:[ ]  |
| Today’s date:      | Date of travel:      | Travel destination:      |
| Name of organization sponsoring the conference and title of conference/event:      |
| Title of paper or presentation:      |
| **Total amount of funds being requested: $**     [ ]  Presentation is for Fine Arts, Humanities and Social Sciences (Qualitative Research Methods): Up to $2200 + $500 more for international travel outside North America [ ]  Presentation is for Sciences and Social Sciences (Quantitative Research Methods): Up to $2500 + $500 more for international travel outside North America (higher funding amount due to Holcomb research endowment) |
| **Please attach the following documents to this application:**[ ]  Abstract of paper or presentation (no more than 250 words)[ ]  Proof of paper’s or presentation’s acceptance. |
| **Signatures:**Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chair/Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Travel-to-Present Budget Form**

**Please provide information on your total travel budget:**

Travel (by car - utilize the Business Office mileage calculator) $

Travel (by plane) $

Hotel accommodations $

Meals (see procurement policy for current reimbursement Rates) $

Conference registration fee $

Other (please specify, see below) $

**Total estimated expenses: $**

**Total Funding request $**

Please explain any “other” requests below.

|  |
| --- |
|  For internal use only |
| Already received funds this year?Yes [ ]  No [ ]  | Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Not approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |