

WILLIAM CONROY HONORS COLLEGE

FUNDING REQUEST FOR PROFESSIONAL DEVELOPMENT EXPENSES

Funding requests must be submitted by hard copy to the Honors College Office. For travel in fall or winter, applications are due by September 15, for spring and summer applications are due February 15. Successful applicants will be notified within 2 weeks. All funds allocated must be expended and accounted for in accordance with University Policy.

DEADLINES: FALL –SEPTEMBER 15, SPRING – FEBRUARY 15

NAME _____ BANNER ID# _____

MAJOR _____ SUPERVISING PROFESSOR _____

EMAIL _____ PROFESSOR'S EMAIL _____

PHONE _____

NAME OF CONFERENCE/PROFESSIONAL DEVELOPMENT OPPORTUNITY _____

LOCATION _____ DATES _____

WILL YOU BE (CIRCLE): PRESENTING PAPER/POSTER JUST PARTICIPATING

DO YOU HAVE ANY COAUTHORS? YES/NO IF YES, NAMES _____

TITLE OF PRESENTATION OR POSTER _____

FUNDS YOU ARE RECEIVING FROM OTHER SOURCES (INDICATE \$ AMOUNT & SOURCE)

REQUESTED FUNDS TOTAL (YOU MUST ALSO COMPLETE DETAILED BUDGET EXPLANATION BELOW)

PLEASE DESCRIBE HOW PARTICIPATION IN THIS EVENT WILL AFFECT YOUR FUTURE PROFESSIONAL GOALS AND OPPORTUNITIES: _____

BUDGET DETAILS:

ITEM	JUSTIFICATION/EXPLANATION	REQUESTED FUNDS
AIRFARE		
GROUND TRANSPORTATION		
CONFERENCE REGISTRATION		
MEALS		
HOTELS/ACCOMODATION		
OTHER (EXPLAIN IN DETAIL)		
TOTAL		