

# TEACHING DEVELOPMENT FUND TRAVEL APPLICATION

TDF Cycle: Fall  Spring  20\_\_\_\_\_

**NAME:**

**DEPARTMENT/PROGRAM:**

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## **STATEMENT OF OBJECTIVES**

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*Instructions:* Please answer each question below (250 words max per answer). Keep in mind that the TDF is intended to provide funding for travel that directly improves the teaching of specific courses here at USF, impacts student learning, or aids in course development or pedagogy. Personal growth, general networking, certification, research not directly related to courses taught at USF, or education in other areas or disciplines, do not qualify. Applications with inadequate statements of objectives are likely to be denied.

1. What are the specific objectives of your proposed teaching development activity?
2. How will participating in this activity impact student learning or aid in course development or pedagogy?
3. Which specific USF courses that you teach will be impacted by this activity?
4. Is there anything else you want the TDF committee to know about your proposal?

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## **ITEMIZED BUDGET AND BUDGET RATIONALE**

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*Instructions:* Please complete the itemized budget table below, making sure to include its estimated budget and rationale or explanation for each. It is important that you make sure you have followed the guidelines carefully, that you explain any exceptions you are requesting, and that the numbers you put here match those in your online (gnosis TDF application) budget. Please remember the Teaching Development Funds are intended primarily for domestic participation and travel in the continental United States. A greater weight will be given to domestic uses. International participation and travel may be considered on a case-by-case basis should sufficient funds be available.

For more detailed explanations of the application categories, please visit the [TDF application guidelines](#).

### **Itemized Budget**

Item	Cost
Registration Fee	\$

<p>Please insert/paste screenshots of the <b>registration fee(s)</b> here</p> <p style="text-align: center;">Insert Screenshots here</p>	
<p><b>Membership Fee</b></p>	\$
<p>Please insert/paste screenshots of the <b>membership fee(s)</b> here</p> <p style="text-align: center;">Insert Screenshots here</p>	
<p>Is Membership REQUIRED to present at this conference, OR are the combined costs of the registration and membership fee less than the registration for a non-member? If not, please explain the exception here.  <i>Please include your response here:</i></p>	
<p><b>Transportation Expenses</b> (air and rail ticket costs): Please note that TDF will pay the Standard Economy Fare (which generally allows seat selection). This means there is no need to purchase Basic Economy (which does not allow for seat selection), and that we will not support Business or Economy Plus. Also, please remember that TDF will not reimburse your travel award or miles.</p> <p><b>Baggage:</b> TDF will cover \$40 towards baggage each way. Please include these fees in your total transportation expense.</p> <p><b>Mileage:</b> If driving, you will be reimbursed at the rate of \$0.70/mile. Provide a map documenting the mileage, e.g., a screenshot of Google Maps driving directions starting and ending at USF.</p> <p><b>Car Rental:</b> If renting a car, please note this expense under Exceptions below.</p>	\$
<p>Please insert/paste screenshots of your <b>THREE transportation quotes (including baggage fees)</b> <b>BELOW</b>. We recommend using a search engine that provides multiple quotes that match your travel dates. TDF will pay the lowest of the three quotations you provide. If you are not using the most economical rate, provide a brief explanation. Failure to include three quotes will result in an incomplete application.</p>	

Insert Screenshots here

<b>Total Lodging Costs</b> (Lodging Nightly Rate + Taxes): Please note: TDF will only cover the length of the conference dates + 1 night (if necessary).	\$
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Please insert/paste screenshot(s) of your **THREE quotes BELOW**. We recommend using a search engine that provides multiple quotes that match your travel dates. TDF will pay the lowest of the three quotations you provide. If you are not using the most economical rate, provide a brief explanation. Failure to include three quotes will result in an incomplete application.

Insert Screenshots here

<b>Local Ground Transportation</b>	\$
<p>Please provide an itemized estimate of your local ground transportation expenses here. TDF does not fund more than \$150.00.</p> <p>List your estimated ground expenses here:</p>	
<b>Food</b> (this should match the number of days that show up in Gnosis. Please note that TDF will reimburse at the rate of \$50.00 per day)	\$
<b>Exceptions:</b> Please explain any exceptions here:	\$
Other	\$

**If you have issues inserting your screenshots into the boxes above,  
please insert them here.**

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## **INCOMPLETE APPLICATION ACKNOWLEDGMENT**

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By checking the box, I acknowledge that failure to include required transportation, lodging, and ground travel quotes will result in an incomplete application, which may prevent my application from being reviewed for funding.

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**WHEN COMPLETE, SAVE YOUR APPLICATION AS A PDF AND UPLOAD IT TO GNOSIS.**

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