

FACULTY DEVELOPMENT FUND TRAVEL APPLICATION

FDF Cycle: Fall Spring 2024_____

NAME:

Department/Program: Communication Studies_____

Assistant Prof. Associate Prof. Full Prof.

Employment status: Term Tenure Track Tenured

STATEMENT OF OBJECTIVES

To Whom It May Concern:

I am submitting to present at the National Communication Association's (NCA) annual convention. This convention is scheduled to be held November 21-24, 2024 in New Orleans, LA. The NCA Annual Convention is the largest convention of the year for Communication scholars in the U.S. The organization's primary function is to allow emerging and established scholars to present current research that impacts the discipline of communication. I will be appearing as a panelist as an editor of a disciplinary journal, *Communication Teacher*. Additionally, I am scheduled to present on a panel about mentorship in the Intercultural Communication Division. Finally, I am required to attend the NCA Journal Editor's workshop to learn new requirements about the journal editing relationship with Taylor and Francis Publishing. At this year's conference, I hope to gain valuable feedback on my current research, offer information to younger scholars submitting to my journal, and attend the business meeting for the International and Intercultural Communication Division.

As Editor of *Communication Teacher*, I am required to sit on the panel "How to get published and Navigating the NCA journals" as well as attend the NCA Journal Editors' Workshop. This year I am training the next Editor of the journal to take over. It is critical that I attend in order to maintain knowledge in my role as editor and subsequently advance my position in the field.

I am looking forward to attending this conference. Any contributions to my travel for this experience would be greatly appreciated.

Thank you for your consideration.

Sincerely,

██████████

PROGRESS REPORT (IF APPLICABLE)

If you are requesting a renewal or continuation of funding for a previously approved project, please provide a report on the progress of that project.

ITEMIZED BUDGET AND BUDGET RATIONALE

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 FDF application) budget.

Itemized Budget




Item	Cost
Registration Fee	\$220
Membership Fee	\$265
<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.</p> <p><i>Please include your response here: Screenshot at bottom of receipt shows that the registration fee for non members would be \$590. Becoming a member is cheaper.</i></p>	
<p>Transportation Expenses (air, car, rail): Please note that FDF will pay the Economy Fare and \$30 towards baggage each way. This means there is no need to purchase Basic Economy. Also, please remember that FDF will not reimburse your travel award or miles.</p>	\$367.96
<p>Please insert/paste a screenshot of your THREE transportation quotes BELOW and provide a brief explanation if you are not using the most economical rate. Failure to include three quotes will result in an incomplete application.</p> <p>Flight was bought on sale and includes baggage. I searched with time restrictions that get me in by 5pm because I need to attend the Editor's dinner at 6pm on 11/20. Below are the results.</p>	

San Francisco SFO → New Orleans MSY | Wed, Nov 20 < > | Sun, Nov 24 < >

All filters (1) Times × Stops Airlines Bags Price Emissions Connecting airports Duration

Track prices Nov 20 - 24 Any dates Date grid Price graph

Best departing flights
 Ranked based on price and convenience Prices include required taxes + fees for 1 adult. Optional charges and bag fees may apply. Passenger assistance info. Sort by: ↑↓

	7:30 AM – 4:40 PM Southwest	7 hr 10 min SFO-MSY	1 stop 2 hr 20 min SAN	313 kg CO2e +6% emissions	\$391 round trip
	7:30 AM – 3:14 PM American	5 hr 44 min SFO-MSY	1 stop 49 min DFW	292 kg CO2e Avg emissions	\$433 round trip
	8:35 AM – 4:35 PM United	6 hr SFO-MSY	1 stop 56 min IAH	295 kg CO2e Avg emissions	\$497 round trip

Total Lodging Costs (Lodging Nightly Rate + Taxes): Please note: FDF will only cover the length of the conference dates + 1 night (if necessary).	\$839.47
--	-----------------

Please insert/paste a screenshot of your **THREE quotes BELOW** and explain any departures from the more economical alternatives among the price quotes you have uploaded. Failure to include three quotes will result in an incomplete application.

The hotel I found with a discount code is cheaper than either of the conference hotels. When I do a Google quote search, there is nothing cheaper. One that shows as only \$171 per night is listed before taxes and fees. When I follow through, it's more expensive (see below).

Browser tabs: Inbox - brandijaw..., https://myusf.usfc..., Facebook - Log In..., San Francisco Pub..., FSA, CT ScholarOne Ma..., My Wallet | My10x, Lawless CT Tracki..., All Bookmarks

Search: marriott new orleans

Filters: All filters

Map: Shows hotel locations in New Orleans, including JW Marriott New Orleans (\$277), Courtyard New Orleans (\$277), and New Orleans Marriott (\$226).

Hotel Listings:

- Polished hotel with dining & a pool. \$242. Amenities: Pool, Air-conditioned, Breakfast, Parking.
- JW Marriott New Orleans**. 4.4 stars (3,204). 4-star hotel. Refined lodging with a pool & dining. \$277. Amenities: Pool, Free Wi-Fi, Air-conditioned, Breakfast. Similar to DoubleTree by Hilton Hotel New Orleans.
- Courtyard New Orleans Downtown Near the French Quarter**. 4.0 stars (998). 3-star hotel. Modern hotel with a restaurant & WiFi. \$171. Amenities: Pool, Free Wi-Fi, Air-conditioned, Breakfast.

Map URL: google.com/maps/place/..._data=14m1213m111s0x8620a60ceb7b4c05:0x73168bd0e681be015m41s2024-11-20|21414m11118m213d29.952173414d-90.0691413116s%2Fm%2F03y6j82119sChJUBuX76wymlYR4PtDyLFnM?auth=...

STAY DATES (4 NIGHT(S))

Wed, Nov 20, 2024 - Sun, Nov 24, 2024

ROOMS & GUESTS

1 Room, 1 Adult

Edit Stay Details

Standard Rates

From 240 USD/Night

Prepay and Save

From 215 USD/Night

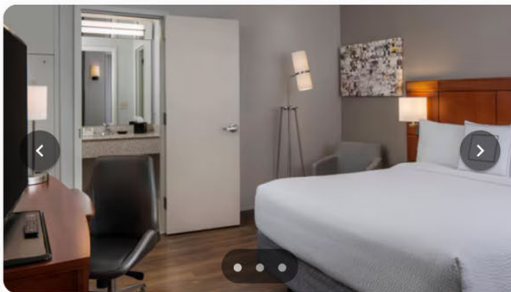
Deals and Packages

From 215 USD/Night

6 Room Types Available

Show with taxes and fees

Currently Selected Room



Guest room, 1 Queen, Atrium view

Room Details

Member Rate Prepay Non-refundable **215 USD Avg/Night** **863 Total Per Room** was 249 Taxes and all fees included

Changes up to 14 days prior to stay, prepay in full, non-refundable if...
[Rate Details](#)

Prepay Non-refundable **224 USD Avg/Night** **898 Total Per Room** was 249 Taxes and all fees included

Changes up to 14 days prior to stay, prepay in full, non-refundable if...
[Rate Details](#)

New Orleans Marriott

555 Canal St, New Orleans, LA
(504) 581-1000

Single: \$233.00
 Double: \$233.00
 Triple: \$291.00
 Quads: \$350.00
 Student: \$163.10 - **SOLD OUT**

Sheraton New Orleans

500 Canal St, New Orleans, LA
888-627-7033

Single: \$233.00
 Double: \$233.00
 Triple: \$291.00
 Quads: \$350.00
 Student: \$163.10 - **SOLD OUT**

Room Rates shown do not include 15% Hotel Room tax, 1.20% Tourism Assessment fee, and \$3.00 Occupancy fee Per Night (subject to change). Total room charges will include all room fees and taxes.

Local Ground Transportation

\$140

Please provide an itemized estimate of your local ground transportation expenses here. FDF does not fund more than 150.00.

I am estimated that car share service will cost \$35 to and from SFO and MSY. I will use public transportation where possible.

Food (this should match the number of days that show up in Gnosis. Please note that FDF will reimburse at the rate of \$25.00 per day)

\$125

Exceptions: Please explain any exception here:

None


Other


INSERT SCREENSHOTS OF QUOTES HERE

Choose a ride

Louis Armstrong New Orleans International Airport (MSY) → JW Marriott
Leave Now

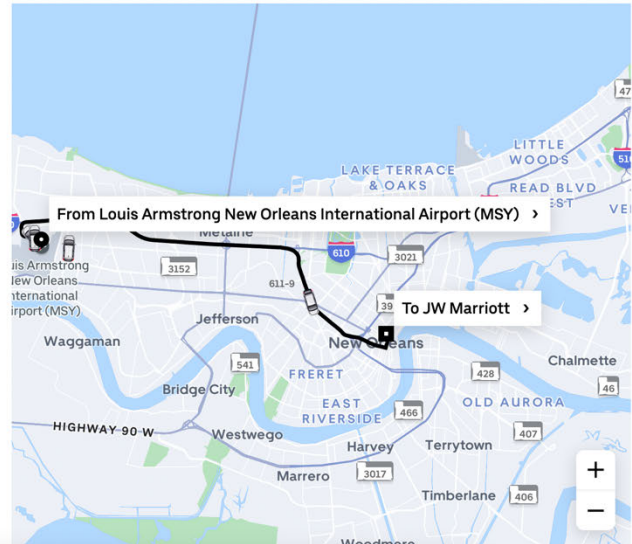
Recommended

 **UberX** 4
1 min away · 10:50 AM
Affordable rides all to yourself
\$37.94 5% off \$39.94

 **VIP** 4
2 mins away · 10:51 AM
Affordable rides with top-rated drivers
\$38.12 5% off \$40.13

Uber Cash: \$15.00
+ American Express ****1008


Request UberX




Choose a ride

257 Minerva St → San Francisco International Airport (SFO)
Leave Now

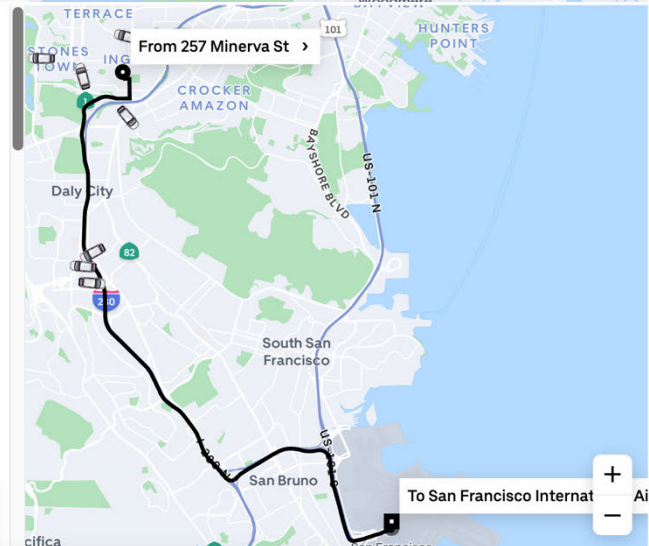
Recommended

 **UberX** 4
4 mins away · 10:52 AM
\$33.52 5% off \$35.26
Faster

 **UberXL** 6
5 mins away · 10:53 AM
Affordable rides for groups up to 6
\$41.29 5% off \$43.43

Uber Cash: \$15.00
+ American Express ****1008

Request UberX



Note: If you are combining multiple projects or conferences into a single trip, please provide both the combined budget (which should match your gnosis FDF application budget) and individual budgets for each project or conference in case the FDF Committee denies one element of the combined travel application.

INCOMPLETE APPLICATION ACKNOWLEDGMENT

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.

CBA ACKNOWLEDGMENT

I understand that, as stated in the Collective Bargaining Agreement, "Failure to use FDF/LDF for the stated purpose shall obligate the Association member to reimburse the FDF/LDF in full."



Name

9/12/24

Date