

# FACULTY DEVELOPMENT FUND TRAVEL APPLICATION

FDF Cycle: Fall ☐ Spring ☐ 20\_\_\_\_

## NAME:

Department/Program: \_\_\_\_\_

Assistant Prof. ☐ Associate Prof. ☐ Full Prof. ☐

Employment status: Term ☐ Tenure Track ☐ Tenured ☐

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## STATEMENT OF OBJECTIVES

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*Instructions:* Using the appropriate bulleted lists below, please describe in 300-750 words how this trip will directly support your academic or creative work. Applications with inadequate statements of objectives are likely to be denied. (*NOTE: Please replace these instructions with your own narrative*).

- For conference travel
  - If you are presenting your work, please include the abstract and a description of where this research fits in your ongoing scholarship.
  - If you are attending or serving in a non-presenting role, please describe how this will specifically promote your career development and ongoing scholarly or creative work.
  - If the purpose of the conference is to enhance teaching effectiveness, describe the classes you teach and how you expect this conference to help improve them.
- For research travel
  - Describe the larger research problem(s) or question(s) being addressed and the specific goals for this trip (archives to be visited, data to be collected, etc.).
  - Explain why you need to be physically present at the destination for this purpose.
  - Locate the research to be accomplished within your ongoing scholarship.
- For other travel
  - Please describe your ongoing research or creative activity.
  - Please describe how this travel will directly support your scholarly or creative work.

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## PROGRESS REPORT (IF APPLICABLE)

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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.

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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 FDF application) budget.

## Itemized Budget

Item	Cost
<b>Registration Fee</b>	
<b>Membership Fee</b>	
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>	
<b>Transportation Expenses (air, car, rail):</b> Please note that FDF will pay the Economy Fare and \$40 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.	
Please insert/paste a screenshot of your <b>THREE transportation quotes BELOW</b> 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.	
<b>Total Lodging Costs</b> (Lodging Nightly Rate + Taxes): Please note: FDF will only cover the length of the conference dates + 1 night (if necessary).	
Please insert/paste a screenshot of your <b>THREE quotes BELOW</b> 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.	
<b>Local Ground Transportation</b>	
Please provide an itemized estimate of your local ground transportation expenses here. FDF does not fund more than 150.00. Do not use quotes generated by AI.	
<b>Food</b> (this should match the number of days that show up in Gnosis. Please note that FDF will reimburse at the rate of \$50.00 per day)	
<b>Exceptions:</b> Please explain any exception here:	
Other	

**INSERT SCREENSHOTS OF QUOTES HERE**

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.

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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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## **CBA ACKNOWLEDGMENT**

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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."

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Name

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Date