

TEACHING DEVELOPMENT FUND TRAVEL APPLICATION

FDF Cycle: Fall ☐ Spring ☐ 20____

NAME:

Department/Program: _____

STATEMENT OF OBJECTIVES

Instructions: Please describe in 250-750 words the main objectives of the proposed trip. 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 typically qualify. Applications with inadequate statements of objectives are likely to be denied.

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. 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.

Itemized Budget

Item	Cost
Registration Fee	
Membership Fee	
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>Transportation Expenses (air, car, rail): Please note that TDF will pay the Standard Economy Fare (which generally allows for seat selection) and \$35 towards baggage each way. 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>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>Total Lodging Costs (Lodging Nightly Rate + Taxes): Please note: TDF will only cover the length of the conference dates + 1 night (if necessary).</p>	
<p>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.</p>	
<p>Local Ground Transportation</p>	
<p>Please provide an itemized estimate of your local ground transportation expenses here. TDF does not fund more than 150.00.</p>	
<p>Food (this should match the number of days that show up in Gnosis. Please note that TDF will reimburse at the rate of \$40.00 per day)</p>	
<p>Exceptions: Please explain any exception here:</p>	
<p>Other</p>	

INSERT ADDITIONAL SCREENSHOTS OF QUOTES HERE

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.

