

Faculty Travel Application for AAUP/ Article 26 Funding Support

Name _____ ID# _____ Date _____

Department/Rank _____

Destination _____

Dates of Proposed Travel ____/____/____ To ____/____/____

Purpose Of Travel (Participant/Presenter/Attendee) Circle Your Role So Committee Can See It Clearly)

Itemized Travel Expense Estimate:

All applicants *must* provide a copy of conference information showing place and date, abstract of their paper, proof of submission/acceptance (If not, explain the likelihood of being accepted).

All applicants *must* also provide print-out references for their air fare, hotel, per diem, and registration fee (use the past registration fees as reference if needed).

Travel (E.G., Airfare, Mileage)	
Lodging	
Per Diem* (X Number of Days)	
Registration	
Other Expenses	
Total estimated trip cost	

* = It is CSU policy to reimburse 75% of the per diem on the day of departure and the day of return

Total amount requested **from AAUP/Article 26 funds** (\$2000 maximum) _____

Total amount **to be funded from other sources** _____

Are the other sources internal or external? (list and explain):

Arrangements for Covering Any Missed Classes or Other Academic Responsibilities During Travel Absence:

Applicant Signature / Date

Chair or Director Signature / Date

Budget & Planning Com Recommendation

B & P Chair Signature / Date

Amount Awarded

Dean's Office Signature / Date