OFFICE OF THE PROVOST

Guidelines for Travel Funding Application

This guideline is intended to complement the Oregon Tech Travel Funding Application and clarify the process of requesting financial support from the college dean and provost offices.

1. When requesting funding, seek counsel with your department chair and college dean if professional development monies are insufficient to cover the cost of the travel. The department may opt to a) fund the request; or b) partially fund the request, and submit to the dean for further consideration of a matching grant.
2. The department chair and college dean must sign the application, thereby acknowledging the benefit to the university and approval of the funding request.
3. Departments are to provide partial funding for conferences at which the traveler is presenting, by using professional development or departmental finances. The department may then submit the application to request consideration for a matching grant from the provost's office. (Proposals in which the traveler is *not* presenting may receive less consideration for a matching grant.)
4. Upon return from the travel, the applicant will have 30 days to file a brief written report summarizing the content learned and demonstrate the benefit in relation to pedagogy, the program, or the field of practice.
5. The Provost's Office will do its best to provide support for travel needs; however, awards are dependent on available funding.

02/12/18

OFFICE OF THE PROVOST

Application for Travel Funding

Name:	Department:
Dates of Travel:	Destination:

Purpose of Travel:	

Benefit to the University:

Breakdown of Expenses

Registration:	Other:
Transportation:	
Per Diem:	
Total Travel Cost:	**Total Funding Requested:**

By signing below, I agree to provide a brief written report to the Provost's Office within 30 days of return from travel. Any changes to this document must be approved by all signatories.

		Office Use Only – to be completed by Provost's Office:
_____ Applicant	_____ Date	Total Funding Approved: _____
_____ Department Chair	_____ Date	Index(es): _____
_____ Dean	_____ Date	Travel Processed/Signed: _____
_____ Provost	_____ Date	Date Report Submitted: _____