

PRESIDENTIAL TRAVEL SUPPORT REQUEST
FOR 2004-2005

(9/04)

Name _____ Date _____

Title/Rank _____ Tenured? ___ Yes ___ No

If not tenured, check status: _____ Tenure Track _____ Non-tenure Track

College _____ Department _____

Name of conference/event and organization: _____

Dates of travel and location: _____

Have you received prior support* for a Presidential Travel Support Request? ___ Yes ___ No

**Faculty members who have previously received Presidential Travel Support funding should attach a statement indicating the amount, the purpose (to present a paper, perform a leadership role, etc.), and the name/date of the conference and where it was held. If a paper/creative work was presented, the statement should also indicate whether or not it was refereed, whether or not it was published in conference proceedings, whether or not the paper resulted in a published journal article, and whether or not faculty member was lead author. If a leadership role was performed, the statement should indicate the role and whether it was elected, appointed, or volunteer.*

Funds are requested to support travel for the following purpose:

_____ To present a scholarly paper or a creative work (attach letter of acceptance or “call for papers” announcement; reimbursement contingent upon subsequent acceptance and presentation).

_____ To serve in a leadership role (indicate whether elected officer, appointed or volunteer committee chair or member, etc; attach documentation).

_____ Other* (Describe: _____)
(*Presidential Travel Support funds are intended primarily to support presentations of scholarly papers/creative works and/or leadership in professional organizations; consideration of travel for other scholarly endeavors may be considered but only if funding is available after other requests are met).

If funds are requested for the presentation of a scholarly paper or creative work, please check the response that most accurately describes the presentation:

_____ Selected through a “blind” peer review process (“blind” review: refereed, with names of presenters removed from paper/work before being reviewed by panel of peers)

_____ Selected through a peer review process but not a “blind” review (refereed; reviewed by panel of peers with names of authors available).

_____ The presenter(s) was/were invited to present, but the scholarly paper/creative work was not “blind” or peer reviewed.

_____ Papers submitted were accepted without a review process.

COMMITTEE RECOMMENDATION:

_____ **Recommend funding in the amount of \$** _____

Indicate any conditions: _____

_____ **Do not recommend funding**

Reason: _____

Committee Chair: _____ **Date** _____

PROVOST'S ACTION:

_____ **Funding approved in the amount of:** _____

_____ **Funding not approved.**

Signature of Provost _____ **Date** _____