

C O N C O R D I A C O L L E G E
M O O R H E A D M I N N E S O T A

**Dean's Travel Fund
Faculty Travel Request**

Please submit completed form to the Office of Academic Affairs, attn: Shanda

Dean's travel funds are available on a first-come basis for faculty presenting their work beyond the campus. To receive funding, submit this form for approval and include documentation of acceptance to participate (email or letter of acceptance or program schedule with your name listed) before arrangements are made. Up to \$500 will be allowed for domestic travel and up to \$1000 for international travel. Requests should follow the depletion of your individual professional development account. One receipt for reimbursement, up to the maximum, will be allowed per fiscal year (May 1- April 30). Funds may only be used for transportation to and from the destination city and may not be used for any other expenses.

Name: _____

Date: _____

E-mail: _____

Dept: _____

Date(s) of Event: _____

Location of Event: _____

Title of Event: _____

Title of Paper or
Presentation:

Amount Requested: _____

Have you requested dean's travel funds this fiscal year? As a reminder, dean's travel funds may be used only once per fiscal year. No Yes

Will you be receiving compensation or reimbursement for expenses from another source? No Yes

If yes, include the total amount of additional funding you will receive, and the source of the funding:

Amount Approved:
Initials: