

# Faculty Leadership Fund Application Cover Sheet

This fund supports faculty presenting papers, chairing a session, serving as an officer, or serving as a formally invited discussant at a professional conference. The final award is figured at 85% of the actual receipted expenses of a trip, up to a maximum of \$1,400 for domestic travel, including Canada, and \$2,300 for international travel, plus the cost of registration.

Please note that Utica University's Travel Policy requires that all receipts for all expenses incurred during travel **must** be submitted with a completed Travel Expense Voucher within two weeks of travel end date.

**Please make every effort to submit application as early as possible before anticipated travel date.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

1. Purpose of trip: \_\_\_\_\_
2. Location of event: \_\_\_\_\_
3. Dates of event: \_\_\_\_\_
4. Your role at the event: \_\_\_\_\_
5. Have you applied, or are you going to apply, for funding from any other sources? \_\_\_\_\_
  - a. If yes, from where? \_\_\_\_\_
  - b. If already awarded, total other funding: \_\_\_\_\_
6. Attach an explanation of how this event fits into your overall plan for professional development.
7. Attach a current Summary of Professional Activities.
8. Attach an itinerary and contact information so that the University can contact you in the event of an emergency.

Estimated Budget:

Transportation \_\_\_\_\_  
Lodging \_\_\_\_\_  
Meals \_\_\_\_\_  
Registration \_\_\_\_\_  
Miscellaneous \_\_\_\_\_  
**Total Estimated Expenditures:** \_\_\_\_\_

<b>For FRC Use:</b> _____ Calculation of <b>Estimated</b> Award: 85% of <b>Estimated</b> Budget: _____ + Registration: _____ Total Estimated FRC Award: _____
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**Dean's Signature:** \_\_\_\_\_

**\*\*Note: Your School Dean's signature is required on this application for authorization of travel if NO ADVANCE is requested. If you are requesting an advance, please submit a Travel Authorization and Advance Form, along with receipts, with this application.**