

PITTSBURG STATE UNIVERSITY
FACULTY AFFAIRS COMMITTEE – FY _____ FUNDING

Request for Professional Development Travel Reserve Funds (Revised 5/17/07)

Tenure Stream Faculty are Eligible for These Funds

Full Time Non-tenure Stream Faculty are Eligible for These Funds in Exceptional Cases

**Priority 2 requests will be prioritized after June 1st of each fiscal year
and funded only if money is available!**

This form must be typed to be considered. Please apply on or before JUNE 1ST of each fiscal year.

1. Name of Applicant: _____
(Title – Dr., Mr., Ms.) (First Name) (Last Name)

2. Department: _____ Rank: _____

Please Check One: **Tenure** **Non-tenure**

3. Name of Conference or Professional Development Activity: _____

4. Location of Conference or Professional Development Activity: _____

5. Date of Conference or Professional Development Activity: _____

6. Select the appropriate priority for your presentation or professional development activity:

[] **Priority 1:** Travel necessary for the presentation of research results or the sharing of creative endeavor. “Research for the purposes of this discussion will be categorized as discipline, applied, and pedagogical. The first oriented towards new knowledge, the second towards the utilization of that new knowledge, and the third towards methods of teaching and learning.” “Creative endeavor refers to the result of the production of creative work by faculty.... Creative endeavor involves not only the creation of a tangible product, but the subjection of that creative piece to judgment by public and peers through the vehicle of performance, show, publication, display, or exhibit.” (*The Core of Academe*, Office of Academic Affairs, Pittsburg State University, 1983.)

[] **Priority 2:** Travel necessary to support other faculty professional development. The following are some examples of such activities: participation in a conference as an officer, committee member, discussant, reviewer, session chairperson, or editor; also participation in conventions, workshops, professional meetings, co-author (not presenting), and so forth.

Because there may be limited funds available for Priority 2 proposals, it may be necessary to rank all Priority 2 requests and fund only some. Therefore, faculty requesting such funding must attach a statement (not to exceed 250 words) detailing the nature of their proposed activity.

7. Please list your presentation title and briefly describe the rationale for your Priority 1 selection **OR** attach your Priority 2 proposal: _____

8. a. Complete travel details (items 11-16) and copy the total cost from item 17: \$ _____
 b. Enter Priority multiplier (Priority 1 = .75; Priority 2 = .50) \$ _____
 c. Enter product of total cost and multiplier (items a and b) \$ _____
 d. Enter maximum allowed (Priority 1 = \$750; Priority 2 = \$500) \$ _____
 e. Enter the smaller of items c and d \$ _____

(Note this is your requested reimbursement amount. Final reimbursement will be based on actual expenses not estimated expenses. Percentages may be adjusted depending on availability of funds.)

9. Have you used Professional Development Funds for this same presentation or professional development activity in the past? Yes [] No []

10. Approvals:

Applicant _____ Date _____

Chairperson _____ Date _____

Dean _____ Date _____

Travel Details

11. Travel Origin/Destination:

From (City/State) _____ To (City/State) _____

12. Dates/Time of Travel:

Departure Date: _____ (1 day before only) Departure Time: _____

Return Date: _____ (1 day after only) Return Time: _____

13. Travel Expenses (refer to Kansas State Travel Policies for appropriate allocations):

- Travel by: a) Private Car \$ _____
 b) State Vehicle \$ _____
 c) Commercial Plane \$ _____
 d) Other Travel - Explain \$ _____

14. Subsistence: a) N = Number of Quarters _____ \$ _____
 b) Meal Expense (N x Quarterly Rate) \$ _____
 c) Lodging Expense (at Daily Rate) \$ _____

15. Registration Fee: (Dues are not funded and should not be included. Explain if meals or lodging are included) \$ _____

16. Miscellaneous Costs: (include taxi, shuttle, tolls, tips, etc.) \$ _____

(Please note: Rental car will not be reimbursed unless necessary to reach final destination.)
 Explain: _____

17. Total Anticipated Cost of Travel: \$ _____

(After funds have been allocated, you may contact the Business Office concerning loans for airline tickets and other prepaid expenses.)