Faculty Development
Conference Reimbursement Form

✓ Send original receipts.
✓ Tape small receipts onto paper.
✓ Keep a copy of your paperwork for your files.
✓ Do not send a signed requisition. Requisitions will be completed by Faculty Development.
✓ Presenters must include evidence of their presentations.

Name:______________________________________________________________

Conference and Dates:________________________________________________

Office Phone #:______________  Lewis Unit#:________________________

<table>
<thead>
<tr>
<th>Actual Amount Spent (with receipts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; Fees</td>
</tr>
<tr>
<td>Airfare</td>
</tr>
<tr>
<td>Rental car</td>
</tr>
<tr>
<td>Taxis or shuttle</td>
</tr>
<tr>
<td>Parking</td>
</tr>
<tr>
<td>Train or bus</td>
</tr>
<tr>
<td>Car Mileage (mi. x .575)</td>
</tr>
<tr>
<td>Lodging</td>
</tr>
</tbody>
</table>

Subtotal

*Please subtract the Dean’s Faculty Development Fund amount that you are applying to this event.*

*Please subtract other funding (department, grant, etc.) that you are applying to this event.*

Total Reimbursement Requested from University Faculty Development (up to maximum allowed for your application)

Please send this completed form, your sheets of receipts and the completed funding survey to Dr. Joyce Hayward, College of Education, Unit #224.
Faculty Development  
Conference Funding Survey

Please complete the following short survey and return with your receipts for funding reimbursement. The Faculty Development Committee is collecting data that describes the use of funding for faculty development opportunities. We would appreciate your response to the following questions.

Name:__________________________________________

Gender: _______  Ethnicity: _____________________________

College:______________________________
Department: ________________________________

Faculty Status: _____ Full Time (FT) _____ Part Time (PT)

Teaching Level: _____ Undergraduate (UG) _____ Graduate(GR) _____ Both(UG/GR)

Conference:____________________________________

Dates of Conference: ____________________________________

Participation: _____ Attendee  _____ Presenter  _____ Poster Session  _____ Panel
Member

Check all current university initiatives that applied to this conference:

_____ Student Assessment
_____ Service Learning
_____ Online/Blended Learning
_____ International/Global Learning
_____ Mission Development
_____ Teaching Excellence
_____ Other (Please describe):

Please comment on how your attendance at this conference will impact student learning: