

**CENTER FOR TEACHING AND LEARNING
FACULTY TRAVEL FUNDING APPLICATION**

APPLICATION PERIOD

Check One: For Travel:	Deadline:
_____ September 1- Jan. 31	August 25
_____ February 1 - May 31	January 20
_____ June 1 – July 31	May 1

FACULTY INFORMATION

Name: _____
Campus: _____
Title: _____
Telephone: _____
Department: _____
E-Mail: _____

CONFERENCE INFORMATION/FUNDING REQUEST
(To be completed by applicant in conjunction with Dept. Chair)

1. Conference Title: _____
2. Location: _____
3. Dates of Travel: _____
4. Presentation Title (if presenting): _____

5. Costs/Funding:

	Registration	Travel
Total Trip Cost:	\$ _____	\$ _____
Amount To Be Funded By Department:	\$ _____	\$ _____
Amount To Be Funded By	\$ _____	\$ _____

Other College Sources:

Amount Sought From CTL: \$ _____ \$ _____

Complete Only If Applicable: Minimum amount needed from CTL for applicant to take trip: \$ _____

7. Narrative: All CTL funding ultimately must contribute to the development of the faculty of GPC. In a one paragraph attachment, please demonstrate how your attendance at the conference will prepare you to offer a CTL-sponsored workshop that will promote innovation/excellence in teaching and learning at GPC and describe the content of that workshop.

8. Attachments (**PLEASE ONLY SEND COPIES, NOT ORIGINALS**):

- a) (electronic) **COPY** of Conference brochure (i.e. Call for Papers, Program)
- b) (electronic) **COPY** of Completed Conference Registration Form (if requesting CTL pay registration)
- c) (electronic) **COPY** of Abstract or Paper (if presenting)
- d) Completed CTL Workshop Form
- e) **COPY** of completed Prior Approval, reflecting any department funding and funding from other campus/college sources, including budget codes and signatures of budget managers. (Please retain original.)

WORKSHOP AGREEMENT

I, _____, agree to present a CTL-sponsored Workshop at Georgia Perimeter College, in consultation with the Director of the Center for Teaching and Learning, in return for partial or full financial support for professional travel.

Faculty Signature

Date

Processing Procedure:

1. After CTL Advisory Committee reviews applications and determines funding allocation, CTL Director will notify applicant and Dept. Chair.
2. When travel is complete and travel reimbursement expense forms have been filed by the applicant with the department, applicant shall forward a **COPY** of the Travel Expense Form (not the original) to the CTL Director. Do NOT include copies of receipts; send **JUST** a **copy** of the Travel Expense form.
4. Upon receipt of a copy of the Travel Expense Form, the CTL director will immediately transfer funds to the department to cover the CTL-funded portion of the actual travel expense (after funding encumbered and approved by department and other college sources has been

applied). To expedite transfer process, it is important that applicant files Travel Expense form as soon as possible after returning from trip.

Department Chair Signature

Date

Submit completed applications and attachments to the Center for Teaching and Learning, Decatur Campus. See website (<http://www.gpc.peachnet.edu/~ctl/>) for further information.

CTL APPROVAL

(To be completed by CTL Director)

Amount approved by CTL Advisory Committee (not to exceed):

Registration: \$_____

Travel: \$_____

CTL Director Signature

Date