

## Portland State University Request for Professional Travel Funds

The Professional Travel Grant Program provides support for faculty holding appointments of **.50 FTE or higher** to attend professional meetings and conferences to presents scholarly work. Faculty may apply for awards up to \$1,500, but because of the large volume of requests, most awards are only partially funded.

Please complete this form and forward a printed copy, complete with your Department Chair's signature and documentation that your proposal has been accepted by the conference or meeting you plan to attend, to the **Office of Research and Sponsored Projects (ORSP), Unitus Building, 6th floor**. Provide a narrative description of your request and an abstract of the presentation in the space provided on the second page of this form.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email Address: \_\_\_\_\_ Campus Extension: \_\_\_\_\_

Faculty Rank:

- Professor
- Associate Professor
- Assistant Professor
- Other: \_\_\_\_\_

Tenure Status:

- Tenured
- Tenure-Track
- Fixed Term

Which of the following describes your primary responsibility at PSU?

- Teaching
- Research
- Administrative/Support

Employee Status:

- Full-time
- Part-time

Date of this application: \_\_\_\_\_

Dates of proposed travel: \_\_\_\_\_

Amount requested (limit of \$1,500): \_\_\_\_\_

Amount of matching funds: \_\_\_\_\_

Source of matching funds:

- Department
- Personal
- Grant
- Dean

Purpose of travel:

- To Present a paper
- To Present a poster session
- To Make a presentation
- To Deliver a workshop, seminar, or training

Name of conference or meeting you plan to attend: \_\_\_\_\_

Location: \_\_\_\_\_

*Administrative use only:*

- Complete
- Incomplete

Missing Information: \_\_\_\_\_

Please provide a brief narrative describing the purpose of your travel. Include a description of how this travel will contribute to your career development. Lastly, include an abstract of your presentation or paper. (This can be a separate document.)

Budget: Please itemize your anticipated costs and include the amount of matching funds you will provide. Also, please include documentation for conference registration fees, the estimate/quote for airfare, and lodging costs.

Transportation costs\*:

Registration:

Lodging and meals:

Total costs:

Amount of match

(at least \$100 or 20% of the estimated travel cost for requests over \$750):

Amount requested:

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\*For air travel, please use fares approved under the PSU city pairs agreement. If you have questions, check with the Travel Desk in Business Affairs.

Department chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once signed, send this form to the Office of Research and Sponsored Projects, Unitus Building, 6th Floor, 2121 SW Fourth Ave, Portland, OR 97201. Attach documentation that your proposal has been accepted by the conference or meeting you plan to attend. Also, please include documentation for conference registration fees, the estimate/quote for airfare, and lodging costs.