

MARLBORO COLLEGE
APPLICATION FOR FACULTY CONFERENCE ATTENDANCE FUNDS 2011-12

Applications from faculty for Conference attendance funds are due September 30th to the Dean of Faculty. There is only one application deadline for the entire academic year. Although late applications will be accepted and considered on a rolling basis after September 30th, there is no guarantee that funds will be available after that date.

Name: _____

Conference/group name: _____

Conference location: _____

Conference dates: _____

Are you presenting at this conference? _____ Yes _____ No

If yes, please provide details of your presentation below:

Please describe how you will benefit from this conference below:

Have you applied for funding from the Christian Johnson Endeavor Grant for this conference?

_____ Yes _____ No

Budget request:

Registration fee: _____

Mileage if not using College vehicle (\$.40/mile): _____

Other transportation costs (provide details below): _____

Lodging for _____ nights: _____

Meals: _____

Other costs (provide details below): _____

Total cost: _____

Amount requested (if different than total cost): _____

Amount approved by Dean: _____

After travel has been completed, submit your receipts to Sirkka Kauffman for processing.