

MARLBORO COLLEGE
APPLICATION FOR FACULTY FIELD TRIP FUNDS 2011-12

Applications from faculty for Field trip funds are due September 30th to the Dean of Faculty for the Fall, and February 15th for the Spring. Although late applications will be accepted and considered on a rolling basis after each deadline, there is no guarantee that funds will be available after those dates.

Name: _____

Field trip activity/event: _____

Field trip location: _____

Field trip dates: _____

Is this field trip for a specific class? _____ Yes _____ No

If yes, indicate class: _____

How many students will you take on the field trip? _____

Will other Marlboro faculty accompany you on the trip? _____ Yes _____ No

If yes, indicate name(s): _____

Please describe how students will benefit from this field trip below:

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

_____ Yes _____ No

Budget request:

Registration/ticket/entry fees for total group: _____

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.