

NORTHEASTERN STATE UNIVERSITY  
REQUEST FOR FACULTY DEVELOPMENT FUNDS

Name: \_\_\_\_\_ **Signature:**           Your Signature Here          

Department: \_\_\_\_\_ College: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Location: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Conference/Event Title: \_\_\_\_\_

How will the proposed request help you achieve your scholarly and professional objectives?

**Itemized amount of total expenses:**

Item	Cost
Airfare	
Baggage Fees	
Registration	
Lodging	
Mileage	
Per Diem	
Rental Car	
Local Transportation	
Miscellaneous	
<b>Total Cost</b>	\$0.00

**Amount of Funds Requested from Faculty Development:** \_\_\_\_\_

(In-state \$400, out-of-state \$800, international \$1000)

**Amount of Funds from Academic Unit:** \_\_\_\_\_           Your Dean Signs Here          

(At least 25% of amount requested from FDC)

**Dean of College Signature**

**Date**

**Other Sources of Funding:** \_\_\_\_\_

          Leave Blank for Assistant VPAA's Signature          

**Assistant VP for Academic Affairs Signature**

**Date**

          Leave Blank for Faculty Development Chair Signature          

**Faculty Development Committee Chair Signature**

**Date**

**Approved Amount** \_\_\_\_\_ **Denied** \_\_\_\_\_