

FULTON FACULTY EXPEDITED CONFERENCE TRAVEL GRANT		
APPLICANT INFORMATION		
Name:		
Department:		
CONFERENCE TRAVEL DESCRIPTION		
Conference Name:		
Presentation Title:		
Travel Dates: From:	<input type="text"/>	To: <input type="text"/> Location:
FUNDS REQUESTED		
Fulton Grant Funds Requested: \$		
Other Funds: \$		
Departmental Funds: \$		
Total Funds Requested (This must not be more than your total budget) \$		
If no other funds are being used you must explain why:		
Provide a copy of the acceptance notification and the SU Expense Account form found on the Fulton School's N: drive		
SIGNATURES		
Signature of applicant:	Date:	<input type="text"/>

Applications are due on the first of each month of the regular school year (September, October, November, December, February, March, April and May) and should be submitted at least 30 days in advance of your travel dates.

Grants are available for faculty members who have exhausted their department travel funds and wish to apply for travel related expenses only. These grants are specific for conference travel where a faculty member is presenting at an established academic conference.

Faculty members who are traveling to conferences are highly encouraged to also apply for both Faculty Development and Salisbury University Foundation grants. Fulton Conference Travel Grants will NOT pay for workshops, tuition, equipment, or conference attendance without a formal presentation/specific project, just as solely moderating, responding, or judging will not be funded.

The final determination of funds will be based on the documented expenses included in the SU Expense Account Form submitted at the completion of travel.

DOCUMENTATION

- Acceptance Notification
- Budget (SU Expense Account Form)
- Request for Travel Form
- Verification of all costs (screen prints)