



Faculty Senate Travel Committee Travel request Form

Faculty can take only two trips per academic year, but at most one trip in a semester.
Is this your first or second trip?

First

Second

Faculty Contact Information

First Name:		Last Name:	
Email address:			
Department:		Campus:	
Office Phone:		Sort Code:	

Conference Information

Conference Name:							
Date:	From:			To:			
Attending Date	From:			To:			
Conference Location:	City:				State:		
Conference Duties:	Attending Official duty Presenting						
Evidence of the conference:							

Supervisor Information and approval

Supervisor/Chair's Name:		Supervisor's Support Letter	Attached with the application
Dean's Name:			

Select funding level from the drop down menu:

International Travel:

International travellers must Check the travel advisory list published by the US state department and make sure the destination country is not at level 3 or above on the list: They also must inform themselves of and comply with the different rules and regulations of the destination county. A link to the advisory list is given on the travel policy.

Application Papers:

Application Letter from the faculty (This must include a statement of the benefit of this trip to you as a faculty member and the relationship of this trip to the CSN Mission, or a statement of the benefit of this trip to you as a faculty member and the relationship of this trip to one or more NSHE Goals. Please include in it how many days of teaching, if any, will be missed):

Department Chair's Support Letter (Cut and paste here or attach with the package) with acknowledgment for registration fees availability :