

Conference Participation Funds Request Form

Name

Academic Department

Today’s Date

1. **Request Category (I A-D; II A-E) which best describes the activity:**

*Please attach appropriate documentation. If your activity is in the IA category, describe the process by which your proposal was selected and include documentation as to the competitive nature of the activity.*

1. **Event Description**

Name of the Professional Organization:

Name of Meeting or Conference:

Location and Date:

1. **Describe the activity for which you are requesting funds. Be as specific as possible (i.e., include title of paper, name of group or section to which you are presenting, estimated number of participants.)**
2. **Expenses Estimate. *Please provide your best estimate of expenses.***

Registration Accommodations

*(based on sharing a double room, i.e half a double room rate)*

Air Fare Meals *(maximum allowance per day is $30)*

Mileage *($.535 per mile)* Other

Ground Transportation **Total estimated cost of conference: $**

***Please return the completed form by Email to*** [***facdev@messiah.edu.***](mailto:facdev@messiah.edu)