



# Request Form

## Conference Participation Funds

Name:  
School:  
Academic Department:  
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 regarding the competitive nature of the paper.*

**2. Event Description**  
Name of the Professional Organization:  
  
Conference Name:  
  
Location and Date of Conference:

**3. Describe the activity for which you are requesting funds.** *Please 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.)*

**4. Expenses. Please provide your best estimate of expenses.** *All requests must comply with Messiah University's Expenditure Policy.*

Registration: \$ _____	Accommodations: \$ _____
Airfare: \$ _____	Meals (maximum per diem is \$50: \$ _____ <i>Breakfast: \$10; Lunch: \$15; Dinner: \$25</i> )
Mileage: _____ (\$ .655 per mile): \$ _____	Other: _____ <i>(Include brief description and amount)</i>
Ground Transportation: \$ _____	<b>Total estimated cost of conference: \$ _____</b>

Please email completed form to the Office of Faculty Development at [facdev@messiah.edu](mailto:facdev@messiah.edu).