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: $_____

   Airfare: $_____

   Mileage: _____

   ($.655 per mile): $ _____

   Ground Transportation: $ _____

   Accommodations: $ _____

   Meals (maximum per diem is $50: $ _____
   Breakfast: $10; Lunch: $15; Dinner: $25

   Other:_____
   (Include brief description and amount)

   Total estimated cost of conference: $_____

Please email completed form to the Office of Faculty Development at facdev@messiah.edu.

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DEVELOPMENT