

## Proposal for Faculty Travel Funds (Submission deadline 9-1-09)

This proposal is to be used for conferences occurring within the 2009-10 fiscal year. Travel requests for conferences after July 1, 2010 fall under the 2010-11 fiscal year. July/August 2010 conference requests should be submitted in May/June 2010.

Your Dean will review all travel proposals for the school and notify the Academic Affairs Office which proposals are approved and the maximum amount given to each. Upon approval, you will receive authorization, via email, from the Academic Affairs Office. Please note the following:

- A Faculty Growth Plan, submitted annually to the Academic Affairs Office, is required in order to request professional growth funds.
- Please keep records of your conference (or other) travel for use in updating your Faculty Growth Plan.
- If you are a new faculty member, you may submit a rationale for the request consistent with the growth plan instructions (available via the Faculty Resource webpage).
- You may attach a copy of the email authorization to your expense reimbursement form or purchase order, whichever applies.
- Airfare, rental car, and hotel expenses may be purchased through Expedia Corporate. Please contact Karon Bell, [kbell@georgefox.edu](mailto:kbell@georgefox.edu) or Ext. 2162, to set-up an account.
- If you purchase airfare, rental car or hotel accommodations through an established vendor, a purchase order is preferred as it allows those companies to bill George Fox directly.
- Expense Reimbursement Forms are most commonly used for travel purchases. Purchase orders, check requests and expense reimbursement forms, **with original receipts attached**, are to be sent to the AAO (Box 6246) for the cost center number and signature.
- As a faculty member, we ask that you do not put your Social Security Number on the expense reimbursement form. This is only necessary for non-GFU employees.
- Contact Karlyn Fleming, [kfleming@georgefox.edu](mailto:kfleming@georgefox.edu) or Ext. 2141, if you need additional assistance.

Please complete the following information (next page) and send to AAO, Box 6246 by the **September 1, 2009 deadline**.

**2009-10 Faculty Travel Proposal/Request for Funds**

Name \_\_\_\_\_ Campus Box \_\_\_\_\_

**1. Name and location of conference or other purpose for travel:**

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**2. Date of Conference:** \_\_\_\_\_

**3. Title of presentation (if applicable):**

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**4. Identify the specific professional growth goal\* and how attendance and/or participation will meet it:**

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**5. Please estimate your costs below:**

**Airfare** \_\_\_\_\_

**Ground Transportation** \_\_\_\_\_

**Hotel** \_\_\_\_\_

**Meals** \_\_\_\_\_

**Registration** \_\_\_\_\_

**Misc.** \_\_\_\_\_

**Estimated Total** \_\_\_\_\_

**Please submit to AAO, Box 6246, by September 1, 2009.**