

COLLEGE OF EDUCATION

FACULTY TRIP INFORMATION

This form must be attached to a Concur request for travel. In Request, find “Attachments” button in the upper right.

Your name		
Name of conference or another event		
Name of your presentation or N/A		
Link to the agenda (or attach separately)		
Amount already received from CoE this fiscal year (Keep in mind the \$2500/year limit)		
Source of funding	Amount	Funding source information and comment
Requested from CoE		
EDD Fund (EDD faculty)		
UEI (Grant or service contract)		
Individual PD account (indicate source)		
Other sources (name and acct # if known)		
Third party funding (e.g. CPO)		
Other (e.g. personal funds)		
Justification		
Why is the conference important? How does it enhance COE Strategic plan? If a PD opportunity, how will it help improve your program or specific course(s)?		