

FY 21 Request for Support for Professional Travel College of Education

Name: _____ Position: _____

Department: _____ Dates of Travel: _____

Destination: _____ Presenting: Yes No

Conference/Organization Name: _____

Title of Research paper or description of other duties:

Name/Contact of who will perform duties while gone: _____

Attach a copy of the acceptance letter from the conference. If you are not presenting, attach a short (one page maximum) narrative describing the benefits of travel to you, the department and/or college.

Estimated Cost

Transportation	\$ _____
Food, lodging and other	\$ _____
Registration fees	\$ _____
Total	\$ _____

Requested Support

Department	\$ _____
College Base*	\$ _____
UFA** (professional dev. funds)	\$ _____
Other	\$ _____
Total	\$ _____

College base allocation \$250.00*

***(Base allocation of \$1500.00 for newly hired faculty in their first three years of a tenure track appointment.)*

Please verify that you have read the COVID-19 Faculty and Staff Revised Travel Policy for NIU (effective August 1, 2020-December 31, 2020). Please initial the below box as verification.

Faculty/Staff initial

UFA Professional Development Funds up to \$1500.00**

***(This is a competitive fund that UFA faculty must apply for separately. Applications for funding will be announced under separate cover and awarded by the College Council)*

Please Indicate in the requested support section above if you have been awarded UFA funding and are applying it for this travel event.

Approved Support

Department: \$ _____
Amount Cost Center Department Signature Date

College: \$ _____
Amount Cost Center College Signature Date

Dean/Unit VP: _____
Dean Signature Date

In accordance with NIU Travel Guidelines and Restrictions (Executive Order 15-08)

If traveling internationally, employees must register in advance of planned travel here: <http://niu-travel.terradotta.com/>