

**LAWRENCE UNIVERSITY**  
**GRANT APPLICATION FOR PROFESSIONAL DEVELOPMENT TRAVEL**

Travel funds are intended to support attendance at a professional meeting, conference, or comparable event. If you have other funds available, either internal or external to use for professional development purposes, those funds should be considered prior to submitting a grant application. For eligibility requirements, see Chapter V of the Faculty Handbook.

NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

TRAVEL DESTINATION (city, country): \_\_\_\_\_

TITLE OF CONFERENCE/EVENT: \_\_\_\_\_

REQUESTED TRAVEL DEPARTURE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

How many Professional Development Travel Grants you have received this academic year? \_\_\_\_ Last academic year? \_\_\_\_

**PURPOSE OF TRAVEL**

Professional enrichment	Invited to speak	University business
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Will you present a paper or chair a session? Y/N \_\_\_\_ If no, explain significance of trip \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

If traveling on University business, explain purpose of trip (recruiting, committee meeting, etc.): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**EXPENSES**

Expenses will be covered for a maximum of **\$1300/year** (amount may change based on each fiscal year's budget).  
 \*Exceptions may be applied for and will be considered based on International travel vs. domestic travel; invitation to speak at a conference vs. desire to attend or participate; cost of lodging in metropolitan areas which exceeds the maximum limit.

**RESEARCH YOUR TRAVEL OPTIONS. (Do not simply estimate expenses – consult travel agent or search Internet travel sites for best fares)**

- a) Cost of economy airfare: \$ \_\_\_\_\_ Airport parking: \$ \_\_\_\_\_
- b) Other transportation (shuttle, taxi, train, etc.): \$ \_\_\_\_\_
- c) Automobile expense: 1) mileage: \_\_\_\_\_ @ \$. \_\_\_\_ /mile = \$ \_\_\_\_\_ **OR,**  
 Note: Use of University vans are encouraged for driving distances  
 2) Gas: \$ \_\_\_\_\_ Parking: \$ \_\_\_\_\_ Tolls: \$ \_\_\_\_\_
- d) Conference/event registration fee: \$ \_\_\_\_\_
- e) Lodging\*: (number of nights, limit 3): # \_\_\_\_\_ @ maximum of \$150/night): \$ \_\_\_\_\_
- f) Meal allowance (maximum of \$25/meal or \$75/day if traveling full day): \$ \_\_\_\_\_

**Total Amount Requested: \$ \_\_\_\_\_**

*Please complete this form and send it to the Provost and Dean of the Faculty Office for consideration*