**ASBURY UNIVERSITY**

**FACULTY PROFESSIONAL DEVELOPMENT APPLICATION FORM**

**Name:**

**Asbury Email Address:**

**Department:**

**College/School:**

**For Travel Request Funding:**

Destination:

Date of Departure:

Date of Return

Purpose and description of the Professional Travel:

**Type of Funding request (check all that is applicable):**

* Research and or Creative Activity \_\_\_\_\_\_
* Conference Presentation and Travel \_\_\_\_\_\_
* Professional Development Activity \_\_\_\_\_\_

**Brief description for the use of funds requested:**

**Describe the professional value of this experience or project:**

**Estimated Expenses for the Request:**

Travel $\_\_\_\_\_\_\_

Lodging $\_\_\_\_\_\_\_

Meals $\_\_\_\_\_\_\_

Registration $\_\_\_\_\_\_\_

Other (explain) $\_\_\_\_\_\_\_

**Total estimated expenses: $\_\_\_\_\_\_\_\_\_**

**Signatures required by the following:**

**Submitted by (Faculty)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Recommended by (Chair)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Amount of department funding committed

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account # \_\_\_\_\_\_\_\_\_\_\_\_

**Recommended by (Dean)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Amount of college/school funding committed

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account # \_\_\_\_\_\_\_\_\_\_\_\_

**Recommended by (Provost**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Amount of college/school funding committed

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account # \_\_\_\_\_\_\_\_\_\_\_\_

***\*Please attach and submit any supporting documents***