

BLUMBERG CENTER FACULTY TRAVEL REQUEST FORM (2011-2012)

INSTRUCTIONS: A separate form should be submitted for each request for scholarly travel, domestic and international, from the Blumberg Center Steering Council. You may duplicate this form or request additional copies from the Blumberg Center at 237-2830.

The completed form should be submitted to your Department Chairperson for approval then to the Blumberg Center Director who will notify you of the approval/denial.

Director/Council Use Only

Date: _____

Action

Accepted _____

Rejected _____

Other _____

Amount Requested \$ _____

Amount Approved \$ _____

Date of Request: _____	Department Chairperson Approval: _____
Name: _____	Department: _____
Title of Conference: _____	
Location (City, State, etc): _____	
Plan to Present Paper: Yes _____ No _____ A copy of the paper is attached _____	
Title of Paper to Present: _____	
The Paper has been: Accepted _____ Submitted-not yet accepted _____ Yet to be submitted _____	
Travel Dates Depart: _____	Return: _____
Will you receive reimbursement for travel expenses in addition to the Blumberg Center funds requested below? Yes _____ No _____	
If so, to what index number will the reimbursement be charged? _____	

Purpose: *Please check one.*

- _____ 1. Presentation at national/international conference (up to \$800) *
- _____ 2. Participation as an officer or on a committee in a national/international organization (up to \$600)*
- _____ 3. Attendance at a national/international conference or training opportunity (up to \$600)*
- _____ 4. Presentation at a state (i.e., IN or any other state) level organization (up to \$300)*
- _____ 5. International studies-attach material explaining purpose of trip, expected outcomes, and how the mission relates to the Blumberg Center's Mission Statement* Submit a letter, instead of completing the Projecting amount of Travel, see Form: Checklist for Letters to Request Funding for International Study (410.6) (amount N/A)
- _____ 6. Other (Explain): This priority includes request for support to attend in-state professional association conferences, training opportunities, etc. A less rigorous condition than the one used for Priorities #1-5 applies: namely that the activity to be a professional activity related to the faculty member's department assignment. (up to \$200)

**The application form/support information must evidence clear and substantial implications for exceptional children and/or adults (e.g. Included a special education or gifted population in the basic research; presentation/topic provides a focus on special education or gifted population). If circumstances require that the travel be canceled or changed significantly, the Blumberg Center should be notified and the granting of the funds re-evaluated.*

Projected Amount of Travel

(Amounts should be transferrable to the ISU Travel Authorization Form)

Registration				\$	
Lodging	# of nights X \$		per night =	\$	
Airfare (train, bus) <i>(Tickets must be purchased from IT Travel)</i>				\$	
Parking				\$	
Personal Car Mileage	miles		X 55.5 cents per mile =	\$	
Rental Car	\$ per day X		days =	\$	
Subsistence (based on city/location)	\$		per day X	# of days =	\$
Subtract Adjustment for Meals Provided at Conference <i>(See worksheet below)</i>				\$	
Other/Miscellaneous Explain:				\$	
Total Amount Requested				\$	

Subsistence Adjustment Worksheet

If conference registration includes meals, indicate the number of each meal below and complete this work area.

Breakfasts Provided #		of Breakfasts Provided x 25% of day's subsistence rate =		\$	
Lunches Provided #		of Lunches Provided x 25% of day's subsistence rate =		\$	
Dinners Provided #		of Dinners Provided x 25% of day's subsistence rate =		\$	
Adjustment Amount to be Subtracted From Total Amount Requested				\$	