

Faculty Travel and Research Fund Application

I am applying for a reimbursement of \$ _____ from Faculty Travel and Research Funds. **REIMBURSEMENT WILL ALWAYS BE TAKEN FIRST FROM EXTERNAL GRANT SOURCES.**

Please read guidelines on the reverse side before filling out this form.

- I am requesting funds from a grant stipend (i.e. Mellon, Bush, Lilly, Hewlett, etc.).
Please specify source. _____
- I am requesting funds from my endowed professorship _____
- I am requesting funds from the regular FTR allotment.

Description of Expenditures. Please provide a brief description of the expenses in this space.

Itemize and total expenses by categories (e.g, *airfare/\$ amount; hotel/\$ amount; meals/\$ amount; ground transportation/\$ amount; books/\$ amount; etc.*) and attach original receipts. We do not pay per diems. Please attach a separate sheet if necessary.

Name _____

Macalester ID # _____

Department _____

Approval by Department Chair _____

(FOR OFFICE USE ONLY)

Date _____ Payable to: _____

Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-
Amt \$ _____	Acct # _____	-	-	-	-	-	-

Approved by: _____

Macalester College

Faculty Travel & Research Grant Guidelines

1. Each full-time faculty member may apply for support of professional development. Part-time non-tenure track faculty are eligible for FTR funds on a proportional basis after a one-year waiting period. Determination of actual dollar eligibility will be made by the Provost's Office. Funds may be used for travel to attend professional meetings and workshops; acquisition of research materials; cost of manuscript preparation; payment of professional organization dues; etc. All requests for travel support should include meeting title, location, nature of meeting involvement (chair of session, presenter, etc.), dates and expenditures for transportation, food, lodging and registration. Personal phone calls are not eligible for reimbursement. Whenever possible, **please combine requests so that the amount totals \$100 or more. Remember, all travel and/or purchases must be completed between June 1 and May 31.**
2. If you would like to request an advance from your FTR funds, please submit a **travel advance request form**, available in the Business Office, at least 10 days prior to the date the advance is needed. An accounting of expenditures with receipts must be returned to the Academic Programs Office within one week of your return to campus.
3. Under special circumstances, continuing faculty may accumulate travel and research funds for up to one year. Requests to "roll-over" Faculty Travel and Research fund allocations must be accompanied by a written rationale **submitted by the first Monday in May** to the Academic Programs Office.
4. Sample categories for itemization:

Airfare	Recordings
Audio visual supplies	Room rental
Binding	Transportation services
Books	
Conference fees	
Consulting services	
Dues/memberships/subscriptions	
Equipment	
Films & slides	
Food	
Ground transportation/car rental	
Hotel/Lodging	
Instruction/lab supplies	
Licenses/fees/permits	
Meals	
Mileage/parking/tolls	
Office supplies	
Outside services	
Periodicals	
Postage	
Printing services	
Professional services	