

2025-2026 Faculty Travel and Research (FTR) Fund Application

I AM REQUESTING FUNDS FROM:

□ FTR ALLOTMENT

□ ENDOWED PROFESSORSHIP

☐ OTHER

Date Submitted

REIMBURSEMENT WILL ALWAYS BE TAKEN FIRST FROM EXTERNAL GRANT SOURCES.

*****Please read guidelines before filling out this form*****

Purpose (please provide detailed information about expenses)

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Itemize and total expenses by categories and **attach detailed original receipts**. Please convert foreign currency to US dollars, and attach a separate sheet if necessary. ***Please note: Macalester does not pay per diems.***

Hotel

Mileage

Other Expenses not Listed	
Amount	Category

Category

Meals

Books

Airfare

Equipment

☐ Parking/Tolls

Dues & Memberships

Ground Transportation

	Conference/Event Fees
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Total Requested

Faculty Name

Macalester ID

Department

Phone Number

Print Form

For Office Use Only

Amount	F	O	A	P	A	L
		Total Approved for Reimbursement				

Approval from Academic Programs

2025-2026 Faculty Travel and Research (FTR) Fund Guidelines

Contact Person: fttr@macalester.edu

OVERVIEW

FTR funds help to support professional development activities which may include such as attendance at meetings, conferences or workshops, journal subscriptions, research materials, manuscript preparation costs, professional association dues, expenses associated with creative activity, etc. Receipts for all purchases are required.

If you are a tenure-track, tenured, or NTT faculty member, we will work with you to apply for a WellsFargo declining balance Pcard and ask that you upload receipts, including out-of-pocket receipts, for purchases. This is the preferred method for administering FTR funds. We will continue to support the expenditure of FTR funds via alternate methods like Standard Engagement Contracts, Purchase Orders, etc.

If you are a visiting faculty member or a faculty member on MSFEO, you should submit receipts along with the FTR application form to fttr@macalester.edu within two months of the date of the expenditure.

Please bear with us while we revise the content for this application. We expect to provide more details by early October.

Thanks again!