Office of Teaching and Learning Advancement

SUPPLEMENTAL TRAVEL FUNDS **

2005-2006 APPLICATION FORM

Submit Date: MM/DD/YY	Travel Dates: MM/DD/YY-MM/DD/YY	
Name:	Department: Department Address: College:	
Email:	Telephone:	Social Security # :
** Destination; Event		
(1)Describe **reason** for travel and (2)State **specific plan** and **approximate date** that you intend to share event information with BSU colleagues		

TRAVEL EXPENSES		TRAVEL SUPPORT			
				Acct. #	Approval signatures
Registration	$	$	*Department allocation*		
Travel	$	$	*College allocation*		
Lodging	$	$	*Personal funds*		
Meals	$	$	*Other (specify)*		
Totals	$	$			

Supplemental Travel Allocation $

OTLA Allocation Approval Date

** Demand for Supplemental Travel Funds exceeds available funds, so proposals that do not otherwise satisfy requirements may not receive funding. Funds are not intended to provide primary travel support, travel to present research, or travel for recruitment. Allocation decisions are based on the potential for benefits redounding to (1) applicant, (2) applicant's BSU colleagues, and (3) professional development for Ball State faculty. In the area provided, or on an attached sheet (maximum one page), describe how your travel and subsequent activities meet these general criteria.

To process this application:

1. Provide information requested, obtain Department Chair & Dean signatures.
2. Attach brief description of the conference or workshop and how it will enhance instruction.
3. Submit all of the above documents with your Authorization to Travel B-27 to your Department Chair. The forms with required signatures, will then be routed to the **Office of Teaching and Learning Advancement (OTLA), TC 402.**
4. Following travel event and fulfilling the plan to share with your colleagues, submit a Supplemental Travel Summary to **OTLA, TC 402** (form will be provided).
5. Questions should be directed to the Office of Teaching and Learning Advancement, 285-1763.