

# Professional Travel & Training Funding Request Library and Information Access

**Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Special consideration will be given to new employees and untenured faculty. Please indicate one of the following:*

**Staff:** \_\_\_\_\_ **Tenured Faculty:** \_\_\_\_\_ **Untenured Faculty:** \_\_\_\_\_

**Organization Sponsoring Event:** \_\_\_\_\_

**Event:** \_\_\_\_\_ Library or University business \_\_\_\_\_

(Check \_\_\_\_\_ Conference \_\_\_\_\_

and give \_\_\_\_\_ Workshop \_\_\_\_\_

name) \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Training \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

*(Please attach additional information and documentation on the organization and event).*

**Location:** \_\_\_\_\_

**Dates of Event:** \_\_\_\_\_ **Dates of Attendance** \_\_\_\_\_

**Attendance benefits the Library/University?** *Explain in what way(s):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requestor's role** *(Check all that apply):*

\_\_\_\_\_ Directly related to primary assignment (workshops primarily)

\_\_\_\_\_ Officer of organization or association

\_\_\_\_\_ Paper presenter, facilitator, moderator, or trainer

\_\_\_\_\_ Intention to get actively involved in profession

\_\_\_\_\_ Research resulting in publication or grant

\_\_\_\_\_ Committee Chair of organization or association

\_\_\_\_\_ Committee member of organization or association

\_\_\_\_\_ Attendance directly related to job (including exhibits only)

\_\_\_\_\_ Attendance indirectly related to job

**Previously funded? If yes, provide event name and amount:** \_\_\_\_\_

\_\_\_\_\_

**Are you eligible for additional funding? If yes, provide amount and source name: \$** \_\_\_\_\_

**Amount requested for this event: \$** \_\_\_\_\_

**Request Priority:** \_\_\_\_\_ *(If you are submitting more than one request, please prioritize them 1, 2, 3, etc. (with 1 being the highest priority for you.)*

**Supervisor's Comments:** \_\_\_\_\_

\_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

*Please submit form to the Professional Travel & Training Committee c/o LibAdmin Office.*

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**Office Use Only**

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**Professional Travel & Training Committee's  
Funding Recommendation Rank:** \_\_\_\_\_

**Committee Chair's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Library and Information Access Dean's  
Funding Decision: \$** \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Date Requestor notified:** \_\_\_\_\_ **Initials:** \_\_\_\_\_