

**Service-Learning Professional Development/Engaged Scholarship Funds
Request Form**

All requests must be submitted on this form, completely filled out, and with proper documentation.

Name:

Department:

Conference/Scholarly Association:

Dates of Conference Sessions:

Location:

Dates of Travel:

Website describing the academic conference (dates of sessions, pre-conference workshops, etc.).

Will you be delivering a paper at the meeting? YES NO

If Yes, title of the paper:

Please send a documentation of the paper's acceptance to Lynn Donahue at Pioch 103C. If confirmation of acceptance is not currently available, indicate when you will hear; you must provide documentation before funds are disbursed.

If you are not presenting a paper, please indicate briefly the value of this meeting for your professional development as a SL participant.

Please indicate the costs associated with attendance at this meeting. The committee appreciates efforts to economize (e.g. shuttles versus taxis, etc.).

Airfare.....	\$ _____
Car (_____ # miles @ 51¢/mile).....	\$ _____
Lodging	\$ _____
_____ # nights _____ \$/night (maximum \$175/night)	
Meals (Maximum of \$45/day).....	\$ _____
_____ # days _____ \$/day	
Registration	\$ _____
Other costs (please list)	
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____