



### Faculty Conference Grant Pre-Approval Form

**Conference Grants.** Full-time faculty members are eligible to apply for one conference grant each fiscal year. Conference grants are non-competitive; that is, no preference is given for those presenting over those attending. Alternatively, faculty members may opt to attend two less-expensive regional conferences. However, no individual faculty member will receive more than the stipulated maximum amount of \$1,500 per fiscal year. (see DWC Policy Handbook 07.02.03)

Faculty member name: \_\_\_\_\_ ESL / DTP / DIS (circle one)

Conference name: \_\_\_\_\_  
Conference event flyer / webpage (attach print out)

Conference venue: \_\_\_\_\_ Virtual / In-person (circle one)

Conference dates: \_\_\_\_\_ Faculty Class Absence Report (attach F-CAR)\*  
\*No PTO will be deducted for faculty attending VPAA approved conferences

Estimated expenses: 1/ Conference Fee: \$ \_\_\_\_\_  
- the published cost of registration for the conference event

2/ Conference Hotel: \$ \_\_\_\_\_  
- the published cost of a standard hotel room for the duration of the conference event

3/ Conference Travel: \$ \_\_\_\_\_ (circle option A or option B)  
- Option A: Round-trip economy class airfare to/from the conference event city  
- Option B: Round-trip driving to/from the conference event city and parking for the duration of the conference event

\*All other expenses, such as meals, per diem, conference purchases, and miscellaneous charges are not covered. By exception, SVDs and other religious faculty members may receive a \$40 per diem for meals for the scheduled duration of the conference event.

\$ \_\_\_\_\_ Total estimated expenses (\$1,500 max per FY)

Upon VPAA approval of the grant application form, faculty make and pay for their own conference registration, hotel, and travel with their own personal funds. Conference grant funds are provided as reimbursement only. The Business Office is not authorized to provide advance checks, cash, or credit card for these expenses. Rather, faculty should provide receipts to the VPAA for reimbursement of eligible expenses after the conclusion of the conference.

Faculty signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair signature \_\_\_\_\_ Date \_\_\_\_\_ approved / not approved

VP for Academic Affairs signature \_\_\_\_\_ Date \_\_\_\_\_ approved / not approved