POMONA COLLEGE
APPLICATION FOR FACULTY TRAVEL GRANT 2009-2010

Applications Reviewed As Received for this Fiscal Year until April 30, 2010

Name: _____ Department: _____

Meeting:_____

Place: _____ Dates of Travel: _____

Participation**:** ☐ Presenter or Formal discussant

☐ Attendee, chair, officer

Title of paper/poster/discussion:

_____

Travel Expenses: The College will normally pay only for the least expensive excursion fare available, for a round trip between major airports, up to a maximum of $750 for domestic flights and up to an additional $300 for international flights. A Saturday night stay will be supported when the total cost of housing and meals is less than the least expensive alternative airfare not requiring a Saturday night stay.

Lowest available fare: $_____ **Restrictions:** _____

Other Expenses: If you are presenting a paper or formal discussion, the grant will cover up to $750 for hotel, meals and local transportation expenses. If you are attending, attending as an officer of a professional society or chairing a session, the grant will cover up to $350 for the same expenses. If your registration fee exceeds $300, please include an explanation justification for the added expense.

Hotel, meals, ground travel: $_____ **Registration:** $ _____

Total Requested: $_____ (must be filled in)

Special Circumstances?_____

Would you be willing to speak with College alumni or friends on your trip? ___Yes ___No

_____ _____
DATE SIGNATURE

_____ _____
DATE DEPARTMENT CHAIR APPROVAL
(The department chair's signature indicates that attendance at the conference is appropriate for the faculty member and that suitable arrangements have been made to deal with his/her absence from campus.)

RETURN TO ASSOCIATE DEAN CYNTHIA SELASSIE, ALEXANDER 226, POMONA COLLEGE

For use by Dean's Office:

Approval	Amount	Notification Sent	Spreadsheet	International Travel	C/O
_____	_____	_____	_____	_____	_____