**A. APPLICANT INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name: | Enter text | First Name: | Enter text | Middle Initial: | Enter text |

Email: Enter text Telephone: Enter text

Indicate Rank:  Professor  Associate Professor  Assistant Professor

Department/Center Name: Enter text Campus Address: Enter text

**B. CONFERENCE INFORMATION**

Name of Conference: Enter text

Sponsoring Organization: Enter text

Official Conference Dates: Enter text City: Enter text State: Enter text

**Purpose of Conference Travel** (*check at least one*):

|  |  |
| --- | --- |
|  | Present research, scholarship, or creative activity  *(Attach an abstract of the presentation and official notice of acceptance).* Title of paper(s): Enter text |
|  | Serve as chairperson *(Attach a description of the committee including your responsibilities and an official invitation or documentation of your participation)* |
|  | Participate as panelist *(Attach a description of the panel including your responsibilities and an official invitation or documentation of your participation)* |
|  | Other *(Attach a description of the activity including your responsibilities and official documentation of your participation)* |

**C. FINANCIAL SUPPORT INFORMATION**

Total Estimated Cost of Trip: $ Enter text Amt. Requested from CAS STF: $ Enter text

**Matching Funds** *(Each contribution must be initialed by the individual with authority to commit funds.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Amount | Source | Authorizing Official | | Initials |
| $ enterenter text text | College/School Contribution | Dean |  | |
| $ enter text enter text | Department Contribution | Dept Chair/Head |  | |
| $ enter text enter text | External Grant Contribution | PI |  | |
| $ enter text enter text | Other: enter text enter text | Other: enter text text |  | |

**D. SIGNATURES**  
Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: enter text

Dept. Chair/Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: enter text