

Please check all that apply:

Scholarship:

Instructional Development:

International:

Name: _____

Date submitted: _____

Department: _____

Activity Dates: _____

Meeting or Project Name: _____

Location: _____

Does this trip include international travel with a student? Yes No
If yes, please see: http://www.whitman.edu/study_abroad/content/Faculty%20Information/

M E E T I N G	<p>If applying for funding to a meeting, will you be making a scholarly contribution? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Title of Paper to be Presented: _____</p> <p>Session to be Chaired/Discussed: _____</p> <p>Other: _____</p>
P R O J E C T	<p>If applying for funding for a project, please list the anticipated scholarly results:</p> <p>Publication: _____</p> <p>Scholarly Presentation: _____</p> <p>Other: _____</p>
I N S T R U C T I O N A L	<p>If applying for funding for Instructional Development, please list the following:</p> <p>Course Name(s): _____</p> <p>Course Number(s): _____</p> <p>Other: _____</p>

Please give a brief description:

Itemized anticipated expenses. Because of our remote location, a local travel agency can typically get a better fare than an on-line booking service. Two local agencies, Travel Leaders (*formerly Greg Jones Travel*) and World Wide Travel, will bill the Office of the Provost and Dean of the Faculty directly.

Airfare: \$ _____ *Lodging: \$ _____ *Meals: \$ _____ Registration: \$ _____
 Ground Transportation/Parking: \$ _____ Car Rental: \$ _____ Mileage (.55): \$ _____
 Other: \$ _____ **Total ADDITIONAL funding requested:** _____

*Int'l travel maximum allowance for food AND lodging combined is \$1,500. US Travel average maximum food allowance is \$75 a day.

Do you have other support for this work?

Use of PDA/ASID Funds

How have you used, or how do you plan to use, your annual Professional Development Account funds? Please be specific with the expenses (or anticipated costs) and your description. The committee typically expects no more than \$500 of your PDA funds to be designated for non-travel expenditures. In the absence of a specific designation, the committee will expect all of your PDA funds to be allocated to fund your travel.

<u>Description</u>	<u>Costs</u>
	\$
	\$
	\$
	\$

Please give specific results of previous work supported by ASID/PDA funds:

Complete a separate form for each request.

Submit this completed form to the Office of the Provost and Dean of the Faculty, c/o Susan Bennett, either by e-mail attachment (bennetsk@whitman.edu) or campus mail.