

### Faculty Travel Grant Application 2024-2025

We invite applications from full-time teaching faculty. These Faculty Travel Grants are intended to supplement regular faculty travel funds. To be eligible for funds, a faculty member must be presenting at a conference on a theme that intersects with the [work of the CSRCS](https://www.elon.edu/u/academics/csrcs/). (Note that faculty may be eligible for travel funding for other purposes, e.g., expenses related to research or mentoring, under a separate process. Contact Brian Pennington for more information).

The application must be **typed**, saved as a single pdf that includes supporting documentation (see below), and emailed to the CSRCS Director ([bpennington4@elon.edu](mailto:bpennington4@elon.edu))

### Part I –Contact Information (contact info for other faculty and students is asked for at the end of this document)

|  |  |
| --- | --- |
| Date Submitted: Click here to enter text. |  |
| Name: Click here to enter text. | Local Phone: Click here to enter text. |
| Campus Box: Click here to enter text. | Department: Click here to enter text. |
| Faculty Rank: Click here to enter text. | Email: Click here to enter text. |

### Part II – Conference Information

|  |  |
| --- | --- |
| Name of Conference: Click here to enter text. | Location: Click here to enter text. |
| Dates: Click here to enter text. | Presentation title: Click here to enter text. |

|  |
| --- |
| Abstract (˜150 words): Click here to enter text. |

### Part III – Budget

Please provide an itemized proposed budget that includes all sources of funding, whether confirmed or pending (e.g., Elon College of Arts and Sciences annual travel funds). CSRCS travel grants are capped at $500, but faculty who have remaining unmet travel expenses beyond that may enter a queue for possible further reimbursement at the end of the fiscal year (May 31).

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSE ITEM & AMOUNT** | | **FUNDING SOURCES AND AMOUNTS** | |
| Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | |
|  | **UNMET PROJECTED EXPENSES** | | Click here to enter text. |

**Supporting documentation:** Attach conference program or other documentation showing your presentation, or, alternatively, provide links in the email to which this application is attached.

**Note: Requests for reimbursements**

All receipts should be submitted to [kperry19@elon.edu](mailto:kperry19@elon.edu) within 2 weeks of return.

**Primary Faculty’s Electronic Signature**: Click here to enter text. Date: Click here to enter text.