**UCSB Writing Program**

**Professional Development Travel Funds 2017-2018**

We are happy to make a (second) call for proposals to provide limited research and professional development funds for both pre- and post-6 Lecturers wishing to present or attend conferences and workshops during the 2017-2018 academic year (defined as September 1, 2017 through September 1, 2018) in the fields of rhetoric, composition, communication, and pedagogy. While each faculty member can receive only one of these travel grants each year, this is the second of two calls this year, thus providing an opportunity to request funds for those who developed plans later in the year to attend a conference.

The application and budget forms should be completed and submitted to Jennifer Johnson by May 14. The Travel Committee will then meet to consider the requests and divvy up our funds. Please email your application to [jjohnson@writing.uscb.edu](mailto:jjohnson@writing.uscb.edu)

If you have questions, please contact Jennifer.

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**e-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference/Workshop Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How will attending this conference/workshop enrich you professionally? Please attach a conference announcement, call for papers or conference program.**

**In what ways might your attendance/participation at this conference/workshop benefit the Writing Program as a whole?**

**What specific activities do you have planned? If you are presenting a paper and/or giving a presentation, please attach an abstract, along with evidence of your paper’s acceptance by the conference’s selection committee.**

**If I am selected as a recipient of these travel/professional development funds, I will submit a brief report of my activities upon my request for reimbursement.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: (which constitutes your electronic signature)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**Please be sure to fill out and submit the attached budget form.**

**UCSB Writing Program**

**Professional Development Travel Funds**

**Budget**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference/Workshop Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requesting funds for:**

**\_\_\_ Registration Fees Amount $ \_\_\_\_\_\_\_\_\_\_**

**\_\_\_ Airfare (RT) Amount $ \_\_\_\_\_\_\_\_\_\_**

**\_\_\_ Hotel Amount $ \_\_\_\_\_\_\_\_\_\_**

**\_\_\_ Meals\* Amount $ \_\_\_\_\_\_\_\_\_\_**

**\_\_\_ Mileage Reimbursement Amount $ \_\_\_\_\_\_\_\_\_\_**

**(Currently 56 cents per mile)**

**Total Amount Requested $ \_\_\_\_\_\_\_\_\_\_**

Will you be requesting funding, or have you received funding, from any other source(s)? If so, please indicate other funding source(s) and amount(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PLEASE REMEMBER TO **SAVE YOUR RECEIPTS!** Once travel has been completed, please submit a brief report of your activities to Jennifer. Once this has been approved, you will be asked to submit your receipts to Ryan upstairs as soon as possible. (Ideally, receipts should be submitted upstairs within 45 days, which in some cases we realize is not possible, but which we ask you to please do whenever it is possible.)

\*Note: In order for meals to be reimbursed, conference travel must exceed 24 hours.

If you have any questions, please contact Jennifer at [jjohnson@writing.ucsb.edu](mailto:jjohnson@writing.ucsb.edu)