

## CETL Scholarship of Teaching and Learning (SOTL) Conference Travel Funds Program Cover Sheet

**INSTRUCTIONS:** Type in your responses below, print the completed form, and sign the printed form. Create a single PDF that includes (a) this cover sheet, (b) proof of acceptance (letter or email) if delivering a presentation or invited to participate, and (c) a letter of support from your immediate supervisor (Chair, Director, or Dean).

**NOTE:** Only one faculty member of a multi-authored presentation or only one member of a team attending the same conference may apply for funding.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

KSU Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Location: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Presentation Title (if presenting): \_\_\_\_\_

Name(s) of KSU co-author(s) (if any): \_\_\_\_\_

I have informed all KSU co-authors that I have applied for funding, and they are aware that I will be the only author eligible to receive funding to deliver this presentation.

<b>Travel Budget/Projected Expenses</b> (NOTE: CETL will fund a maximum of \$1000 for Travel Award recipients)	
<b>Expense (e.g., air fare, miles if driving, ground transportation, accommodations, meals, etc.)</b>	<b>Total Cost</b>
<b>Total Expenses Requested from CETL (maximum of \$1000):</b>	

I understand that I must create and upload a single PDF that will contain this cover sheet, proof of acceptance (letter or email) if delivering a presentation or invited to participate, and a letter of support from my immediate supervisor (Department Chair, Director, or Dean.)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)