

# RETIREMENT ASSOCIATION TRAVEL GRANT APPLICATION

**PLEASE USE THE FORMAT OUTLINED BELOW**

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

CHECK ONE: Faculty \_\_\_\_\_ Staff \_\_\_\_\_

POSITION: \_\_\_\_\_

APPOINTMENT: Full-time \_\_\_\_\_  
Part-time \_\_\_\_\_ Time-base: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PURPOSE OF TRAVEL: Describe in 3 or 4 paragraphs the reasons for your travel (e.g., Conducting research, attending a workshop or conference, presenting a paper, attendance at a training institute, etc.)

\_\_\_\_\_

\_\_\_\_\_

TRAVEL DESTINATION, DATES AND EXPECTED EXPENSES

\_\_\_\_\_

AMOUNT OF REQUEST (maximum of \$500)

\_\_\_\_\_

OTHER SOURCES OF FUNDING AVAILABLE FOR THE PURPOSE OF THIS TRAVEL? (Explain)

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Please email the completed document as an attachment directly to the members of the Travel Grants Committee. See announcement in CampusMemo for email addresses.**