

**ULS FACULTY ASSEMBLY
REQUEST FOR TRAVEL FUNDING**

Current Funding Levels:

Base	\$600
1st Professional Conference	\$725*

Please complete this form as soon as you decide what conference you would like to attend and submit it to your supervisor for approval. Supervisors should forward it to Senior Staff for approval. Forms are then submitted to Mary Balint, 271 Hillman.

Please consult with Mary Balint in ULS Administration about travel arrangements and expense reporting.

Thank you.

LIBRARIAN'S NAME: _____

NAME OF CONFERENCE: _____

MEMBER OF ASSOCIATION? _____

CONFERENCE LOCATION (CITY): _____

CONFERENCE DATES (MONTH/DAY/YEAR): _____

SUPERVISOR'S APPROVAL: _____

SENIOR STAFF APPROVAL: _____

AMOUNT REQUESTED FOR TRAVEL: \$ _____

*** Librarians new to the profession can apply for a one-time supplemental award from ULS Administration for travel to their first professional conference.**

Last updated: 07/11/2005