



# Travel Support Application

\*This form must be attached to the Travel Authorization Form

\*Hand written documents will not be accepted

**Travel support is limited to \$1,000 per individual.**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Kean ID#: \_\_\_\_\_

Category: \_\_\_\_\_ Employee Status: \_\_\_\_\_

Type of Presentation: \_\_\_\_\_ Title of Presentation: \_\_\_\_\_

Describe in detail how this activity will advance your scholarly contributions, teaching effectiveness, and service to the campus community:

**Scholarly Contributions:**

**Teaching Effectiveness:**

**Service:**

Provide rationale on any travel for more than three days:

If the dates of travel conflict with scheduled class time, please indicate the plan for your scheduled classes while away for travel. Managers, Directors, and Deans also need to provide coverage for their office.

Disciplinary history:    YES    NO

Copy of the current semester teaching schedule is attached.

Applicant Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_