



LANGSTON UNIVERSITY

TITLE III PROGRAM FACULTY DEVELOPMENT FORM

Title III regulations require that all off-site conferences, workshops, seminar and meetings travel funded by Title III must be documented as appropriate to the Title III goals and objectives. Please return **your completed form** and the University's travel form and related documents to Ally Sharp via sharpa@langston.edu for approval.

Name _____ Position _____

Division/ Area _____ Campus Address/ext _____

Email Address: _____

Title and description of meeting _____

Date of meeting _____

This request is for ___ Scholarly Paper Presentation ___ Collegial Participation (See below)

- A. **Scholarly Paper Presentation**—Faculty presenting a formal paper at either a local, state, or national meeting can receive travel support. The meeting attended should be related to one's discipline and/or teaching area. Faculty are required to submit a written copy of their presentation within 14 days of their participation. If you do not comply with this request, Title III will not be able to fund another travel request for you.
- B. **Collegial Participation**—Faculty who would like to attend a workshop/conference must share information from their participation. Faculty are required to either give a presentation or submit a report on their participation. Presentations need to be scheduled with the Faculty Development Director and should take place within the term that funds are requested. Written reports should be submitted to the Title III office no later than two (2) weeks after the meeting. If you do not comply with this request, Title III will not be able to fund another travel request for you.

Expected Budget Expenditures

Title III will fund **either** Hotel and Registration **or** Airfare and Registration for these meetings.

Item	Amount	Explanation (if any)
___ Hotel or ___ Airfare		
Registration Fee		
Total		

Requester/Date _____

Dept. Head/Dean/Date _____

Director of Faculty Development/ Date _____

Title III Director/Date _____

Vice President/Date _____