



# LANGSTON UNIVERSITY

## TITLE III PROGRAM

### UPDATED TRAVEL REQUEST 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 the completed form to the Title III office as soon as possible to begin the processing of your travel.

**This completed form, including scheduling a presentation based on your presentation or participation, is required. If the presentation is not completed, faculty development may not be able to support your future funding requests.**

Name \_\_\_\_\_ Position \_\_\_\_\_

Division/Area \_\_\_\_\_ Campus Address/ext \_\_\_\_\_

Email Address: \_\_\_\_\_

Title and description of conference you are attending:

Date of conference \_\_\_\_\_

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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 related to one’s discipline and/or teaching area.
- B. **Collegial Participation**—Faculty who would like to attend a workshop/conference related to one’s discipline and/or teaching area.

**Faculty Development is funded by Title III. Our grant requires that the knowledge you gain from funding be shared with the faculty in the year that you receive the funding, or the following year for summer conferences.**

Title and description of your faculty development presentation/podcast interview:

Date you would like to present: \_\_\_\_\_

Time you would like for your presentation (start and end time)

Faculty Development will set up the Zoom link and advertise your presentation for you.

Name:

Conference Title:

Conference Date:

**Title III Travel 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 \_\_\_\_\_