



**FACULTY DEVELOPMENT TRAVEL**

(Note: this form works best with Internet Explorer)

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

DEPARTMENT: Bioengineering

PROFESSOR:       ASSOCIATE PROFESSOR:       ASSISTANT PROFESSOR:

DESTINATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

DATES (inclusive): \_\_\_\_\_

AMOUNT OF FUNDS REQUESTED: \_\_\_\_\_

Below, please give the reasons why you should attend and how the trip will aid in your development and that of the Swanson School of Engineering:

SIGNATURE OF APPLICANT:  
\_\_\_\_\_

APPROVED:  
\_\_\_\_\_  
Department Chairman

APPROVED:  
\_\_\_\_\_  
Swanson School of Engineering  
Faculty Development Travel

ELIGIBILITY:	Professors	\$2,000 maximum <u>every three years</u>
	Associate Professors	\$2,000 maximum <u>every two years</u>
	Assistant Professors	\$2,000 maximum <u>per year</u>

Please submit this form to the Office of Administration, 151 Benedum Hall, after it has been approved by your Chairman.