Professional Development Travel Grant Form

In order to apply for a Travel Grant, please print out the form below and follow these guidelines:

1. Complete the Travel Grant Form
2. Complete the Bergen Request for Travel and Advance Authorization form.
3. Submit your completed Authorization form after departmental approval with the Travel Grant Form below to Dr. Amarjit Kaur C-335.

Name: ____________________________________________________________

Academic Department: ________________________________________________

Email address: ________________________________________________________

Bergen phone: ________________________________________________________

Conference Information: ______________________________________________

_____________________________________________________________________

Name of conference or workshop: ________________________________________

Location of conference or workshop: ____________________________________

Date(s) of conference or workshop: _________________________________

Your participation in the conference or workshop: Author  Speaker  Panelist  Session Chair  Attendee

The title of your paper or panel session (if applicable): ______________________

What amount of funds are you requesting from CITL? _____________________

CITL Travel grants are up to a maximum of $800.00/grant. Please attach the “Requisition For Travel Advance Auth. Form” and all other pertinent forms showing the other sources from which you are receiving travel funds AFTER you have submitted to your dept.

☐ I agree to provide CITL with a summary of materials after attending a training session/workshop to share with other faculty

☐ I commit to teaching a technology workshop for CITL.

Signature_________________________ Date__________________________