

**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 \_\_\_\_\_