

# Application for Professional Development Travel Funds

- ☐ Faculty member emails *Application for Professional Development Travel Funds* to department chair.
- ☐ Chair reviews application
  1. If approved, chair forwards the application to the dean and deans' assistant.
  2. If not approved, chair emails faculty member accordingly.
- ☐ Dean reviews application
  1. If approved, dean forwards the application to the Professional Development Travel Committee and dean's assistant.
  2. If not approved, dean emails chair, faculty member, and dean's assistant accordingly.
- ☐ Professional Development Travel Committee reviews application
  1. If approved, dean emails chair, faculty member, and dean's assistant.
  2. If not approved, dean emails chair, faculty member, and dean's assistant.
- ☐ After receiving approval, faculty member submits a Travel Authorization (TA) by logging into [travel.oru.edu](http://travel.oru.edu) using Z-number and Vision password.

**Reminder:** Faculty members are limited to a maximum of \$1,100.00 in travel funds per academic year.

Name of faculty member: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Name of conference/event: \_\_\_\_\_

Location of conference/event: \_\_\_\_\_

Date(s) of conference/event: \_\_\_\_\_

Method of participation in conference/event: