

Philander Smith College

Title III Travel Request Form

Title III *regulations* require documentation of all off-site conferences, workshops, and travel as appropriate to the Title III objectives of Philander Smith College. Therefore, **you must complete the Travel Request Form three weeks prior to attending the event or activity.** Please return the completed form to the Title III Office for approval and processing.

Name:

Position:

Department/Division/Area:

Extension #:

Dates of Conference:

Title and description of Workshop/Conference (including copy of descriptive letter/brochure):

Institutional/Divisional Need for Workshop/Conference:

Specific Participant Competencies & Skills to be developed as a result of the Workshop/Conference:

For Title III Personnel Only:

How will attending the Workshop/Conference directly impact your Title III duties?

Budget (Expected Expenditures):

Travel: \$

Explanation (if applicable):

Per Diem (meals): \$

Explanation (if applicable): \$

Hotel: \$

Transportation:

Airfare: \$

Cab/Shuttle/Subway: \$

Rental Car: \$

*Other: \$

*Explanation:

Registration Fees: \$

Explanation (if applicable):

TOTAL EXPENDITURES: \$ _____

*By accepting Title III funds, I agree to provide the Title III Office with a comprehensive written report of the workshop/conference within one week after my return.**

SIGNATURES:

Applicant

Date

Vice President

Date

Director, Title III Program

Date

Your written report must be submitted within seven (7) days and address the following:

- Name of person attending
- Department
- Division
- Purpose of the Workshop/Seminar/Meeting/Symposium
- Dates of the Workshop/Seminar/Meeting/Symposium
- Summary of participation and related information
- What was the most beneficial aspect of the Workshop/Seminar/Meeting/Symposium to you as a faculty/staff member?
- What was the least beneficial aspect of the Workshop/Seminar/Meeting/Symposium to you as a faculty/staff member? Why?
- How will this meeting benefit the mission of Philander Smith College and you as a professional?
- How will your duties be impacted by your attendance at this Workshop/Seminar/Meeting/Symposium?
- How will the knowledge gained from the Workshop/Seminar/Meeting/Symposium be used to enhance the following:
 - (a) Student retention
 - (b) Student Access
 - (c) Student Graduation

Revised: 3/22/2010