

Dean for Academic Affairs Office

In 2009-10, faculty who will attend either a conference held outside the U.S. or more than one conference this year (July 2009 – June 2010) are eligible to request an increase in their travel allotment up to \$2,000. The request must be made in advance of the conference and must qualify for 100% reimbursement (see <http://www.bowdoin.edu/academic-affairs/internal-funding/travel/index.shtml> for details on the faculty travel program).

Request for Increase in 2009-2010 Travel Allotment			
Faculty Name		Phone ext.	
Department			
Name of Conference			
Dates of conference			
Conference Location		<input type="checkbox"/> International	
Total anticipated costs			
To qualify, you must be eligible for 100% reimbursement of expenses:			
Are you presenting a paper?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a discussant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you participating as an officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If this is a domestic conference, this must be at least your second conference of the year:			
What other conference(s) have you attended or plan to attend this academic year (Name of conference, location, dates)			

Please send completed form to Kathi Lucas (klucas@bowdoin.edu) in the Dean's office.

Please note that since the full \$1,200 allotment will be used in this academic year; therefore, any unexpended funds from the increased allotment of \$2,000 will not be carried over for use in 2010-11