

Dean for Academic Affairs Office

Once again, faculty who will attend either a conference held outside the U.S. or more than one conference this year (July 2017 – June 2018) are eligible to request an increase in their travel allotment up to \$2,000. This request must be made in **advance** of the conference.

Request for Increase in 2017-2018 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 a participant in the meeting:			
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 Tori Ryan (vryan@bowdoin.edu) in the Dean's office.

Please note that since the full \$1,200 allotment is expected to be used in this academic year, any unexpended funds will not be carried over for use in the next academic year.