



WPI

Request for Discretionary Funding for Faculty Professional Travel

Instructions for the Department Head:

Please use this form to request support for professional travel for faculty who have no other sources of support such as an external award. These funds are available only for tenured / tenure track faculty.

Please return completed form to Laurie Smith in the Provost's Office at least two weeks before the deadline for making any financial commitments (i.e. registration, tickets).

Faculty Member Requesting Support: _____

Department: _____

Department Head: _____

Purpose of Travel:

Benefit to Faculty Member:

Benefit to WPI:

Estimated Cost

Travel: _____ Per Diem: _____

Registration Fees: _____ Number of Days: _____

Total Estimated Cost: _____

Approval

Department Head: _____ Provost: _____

Fund Title: _____ Account: _____