

**Elizabeth City State University**  
**Division of Academic Affairs**

**Office of the Provost and Vice Chancellor for Academic Affairs**

**REQUEST FOR TITLE III FACUTY DEVELOPMENT TRAVEL FUNDS**

Through Title III Faculty Development funding, the university strives to enhance its academic programs by providing financial support for faculty involvement in professional development opportunities and scholarly activities, which support accreditation efforts and foster continued growth in the curriculum. Please complete the following information regarding your request for these funds. The completed form, with appropriate approvals, **MUST** be submitted to the Office of the Provost at least **30 days** prior to the date of travel for domestic destinations and **90 days** for international locations.

Faculty Member: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Conference/Workshop: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Related Accreditation (if any): \_\_\_\_\_

Amount of Support from Department/School (at least 25%): \_\_\_\_\_

Amount Requested from Title III Funds: \_\_\_\_\_

Briefly relate how your participation in this activity will enhance academic programs in your department and/or school. (The sole purpose should **NOT** be to present a paper. Please attach an additional sheet if necessary.)

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**APPROVALS:**

**Approved**    **Not Approved** \_\_\_\_\_ **Chairperson**

**Approved**    **Not Approved** \_\_\_\_\_ **Dean**

**Approved**    **Not Approved** \_\_\_\_\_ **Provost/VC for AA**

**Approved**    **Not Approved** \_\_\_\_\_ **Title III Director**