Please see Article 19 in the Part Time United Academics collective bargaining agreement for details. Response due back to faculty member within 21 days of Dean’s receipt.

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| --- | --- | --- |
| Faculty Name: |  | |
| Department: |  | |
| Name of Activity: |  | |
| Dates of Activity: |  | |
| URL for Activity: |  | |
| Faculty Contact Information: | Phone:  Email:  Address:  City/State/Zip: | |
| Brief Justification: |  | |
| Itemized Expenses: | Item | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Expenses: |  | |
| Faculty Signature: |  | Date: |
| Dean’s recommendation must be forwarded to Provost within 10 days of receipt from faculty | | |
| Dean’s Recommendation: |  | |
| Dean Signature |  | Date: |
| Provost Decision: |  | |
| Provost Signature: |  | Date: |