

St. Lawrence University
Center for Teaching and Learning
Pedagogy Travel Request Form

The Center for Teaching and Learning offers up to **\$900 annually** to full-time faculty members who wish to attend a pedagogy conference. Each faculty member is eligible to attend one pedagogy conference per year. **Requests for funding are to be submitted in advance of the travel.** Please note the criteria below.

Requests should be for conferences dedicated to the improvement of teaching and learning that either cross disciplinary boundaries and focus on teaching qua teaching, or for discipline-specific conferences solely devoted to the improvement of teaching and learning in that discipline. Requests for funding for faculty travel to professional disciplinary meetings that, along with the usual scholarly panels, also contain some number of sessions on pedagogical issues, are not eligible for this funding, and should be funded through the regular professional travel process in the Associate Dean for Faculty Affairs' office.

Criteria Checklist:

- A copy of the conference program or official conference description must be attached to this form.**
(No website addresses please).
- A request for cash advance can be completed on the reverse of this form.** Your advance will be available 10 days prior to departure. Advances will be authorized for an amount of up to 50% of anticipated out-of-pocket expenses, not to exceed \$450.
- A completed expense report must be submitted within 15 business days after returning** to the Director of the Center for Teaching and Learning, 62 Park Street, from the approved trip. Expense report forms are available through your department, the Business office, or the Center for Teaching and Learning.
- Along with the expense report, please submit a one page report describing how the conference and/or specific session attended will likely influence or enhance your teaching.**

Name: _____ Department: _____ Phone: _____

Title of conference: _____

Site of conference: _____

Dates of conference: _____

At this conference I will: (check any that apply)

- Attend Only**
- Deliver a Paper** Title: _____
- Present a Poster** Title: _____
- Organize a Session** Title: _____
- Serve as Discussant** Title: _____

Estimated Itemized Budget:

Airfare: _____

Personal Auto Use: _____

Lodging: _____

Food: _____

Registration Fees: _____

Are meals included in registration fee? Yes No

Is lodging included in registration fee? Yes No

Estimated Miscellaneous Expenses:

Parking: _____ Bridge Tolls: _____ Taxi/Bus: _____

Other: _____

Total Expenses: _____

Cash advance needed: Yes No

If yes, how much? _____ (maximum 50% of anticipated out-of-pocket expenses up to \$450)

Preference: Pick up check at Business Office Check mailed to department

Your signature: _____ Date: _____

Department chairperson's: _____ Date: _____

CTL Director: _____ Date: _____

OFFICE USE ONLY:

Total amount approved: _____

Program/Invitation attached: _____

Copy to Faculty Member: _____

Copy w/ Check Request for Advance to Faculty Member: _____

Copy forwarded to Dept. Chairperson: _____

Tax Exempt Certificate attached: _____