



**THE OHIO STATE  
UNIVERSITY**  
MANSFIELD

## Application for Supplementary Travel Funds

Instructions: **Submit an electronic copy** of this form to the Chair of the Professional Development Committee.

Name:

Academic Rank:

Date:

### **For Conference Travel:**

Name of Conference:

Conference Location:

Conference Dates:

Nature of Participation:

Presenting a paper (attach conference program or letter of acceptance)

Presenting a paper which is expected to be accepted

Service on committee(s) of the professional organization (please specify below):

### **For Non-Conference Travel:**

Travel Location:

Travel Dates:

Explain the nature of travel for which funds are being requested:

Please briefly explain how receiving these funds would further your professional development:

Total amount of supplementary travel funds requested: \$

Please briefly describe what specific costs the requested funds would cover or offset (e.g., airfare, hotel, etc.):

Do you have, or have you applied for, alternative funding sources for this trip? Please specify and explain below: