



## Application for Supplemental Travel Funding

Limited travel funds may be available for faculty members who are participating in a program or conference (as a participant, not just as an attendee) that is directly relevant to the Institute's mission. Funds should be sought from the Kuyers Institute after the applicant's departmental funds have been spent or allocated. The priority of aid is given in the following order: international programs, conferences or meetings; national events; regional events; or state events. The maximum amount the Kuyers Institute will give is \$1,500 in total in a given year.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Meeting/Event Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Date of Departure:** \_\_\_\_\_ **Date of Return:** \_\_\_\_\_

**Role in Program:** \_\_\_\_\_

**Please indicate in one or two sentences how this trip relates to the mission of the Kuyers Institute:**

### Anticipated Expenses:

Travel (e.g., airfare): \_\_\_\_\_

Lodging/accommodations: \_\_\_\_\_

Meals: \_\_\_\_\_

Registration fees: \_\_\_\_\_

**Total anticipated expenses:** \_\_\_\_\_

Available departmental or other college funds: \_\_\_\_\_

Difference (amount requested from the Kuyers Institute): \_\_\_\_\_

Faculty applicant's signature: \_\_\_\_\_

**Endorsement of Department Chair:**

*I, as department chair, endorse this request and certify that no additional department travel funds are available to cover the expenses itemized above.*

Department chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The applicant should submit this form to the department chair for endorsement. (If the applicant is the department chair, the form should be submitted to the division chair or appropriate academic dean for endorsement.) The completed, endorsed application should then be forwarded to the director of the Kuyers Institute, Spoelhof Center 391.*

Request APPROVED up to \$ \_\_\_\_\_

Request NOT APPROVED

\_\_\_\_\_  
David I. Smith, Director of Kuyers Institute for Christian Teaching and Learning      Date