

University funded Travel: Purpose and Rationale

Faculty Name:

Date:

Destination/Professional Development Event:

1) Purpose & Rationale (Required)

Describe the academic/professional rationale for this travel, including objectives, relevance to teaching/learning, research, service, and alignment with departmental/college or institutional goals.

2) Expected Outcomes & Knowledge Sharing Plan (Required)

Specify the outcomes you expect (e.g., presentation, publication, grant proposal, partnership) and how you/student(s) will disseminate what is learned to colleagues/students (e.g., brown-bag talk, workshop, course module update, departmental memo, repository post). Include timeline and audience.