



## Budget

*Please list the estimated cost for each category and the form will calculate a total*

<b>Airfare:</b>	
<b>Travel Insurance:</b> <i>(required for international travel)</i>	
<b>Ground Transportation:</b> Car rental, taxis, shuttles, gas/mileage, airport parking: <i>(see <a href="https://www.suu.edu/fleet/rates.html">https://www.suu.edu/fleet/rates.html</a>)</i>	
<b>Per Diem:</b> <i>(see <a href="https://www.suu.edu/fleet/rates.html">https://www.suu.edu/fleet/rates.html</a>)</i>	
<b>Lodging:</b> <i>(typically limited to 4 days and 3 nights for conferences in the US)</i>	
<b>Registration/conference fees:</b>	
<b>Project materials/supplies:</b>	
<b>Project software/hardware:</b>	
<b>Research assistant:</b> <i>(estimated budget for hourly wage)</i>	
<b>TOTAL</b>	

## Department Chair Assessment

*Please provide your written assessment of the proposal and how the proposed activity assists the faculty in his/her activities in teaching and scholarship as well as how proposed activity supports the mission of the department. Please be objective, pointing out areas of weakness, uncertainty, or lack of relevance to your department. **PLEASE LIST ANY DEPARTMENT MATCH- MATCH REQUIRED***

<b>Chair ranking:</b> Compared to all travel/project proposals		
<b>Signature of Department Chair</b>		

## College Dean Assessment

*Please provide your assessment of the proposal, how the proposed activity assists the faculty in his/her activities in teaching and scholarship, as well as how the proposed activity aligns with the guidelines for the college Faculty Scholarly Support Fund.*

<b>Dean ranking:</b> Compared to all travel/project proposals		
<b>Signature of Dean</b>		