



FACULTY TRAVEL FUNDING APPLICATION

IMPORTANT: This funding request must be received at least 14 calendar days minimum *before* your beginning travel date. *{Note – Money may not be disbursed in time to take advantage of early-registration pricing. Senate is not responsible for delays in the remaining travel approval process and applicant may need to pay out-of-pocket initially. Senate is in no way authorized to approve the applicant for full or partial reimbursement, only this supplement based on prior approval to attend conference.}*

Face-to-face **OR** virtual travel funding

- Maximum domestic travel funding: \$500.00
- Maximum international travel funding: \$1,000.00

To avoid rejection or delay, please follow this funding request procedure carefully:

Step 1: Submit this travel funding request (page 2 of this form) at least 14 calendar days *before* your beginning travel date directly to **Mrs. Wanda Jacobs** (JTS 221, wjacobs@gram.edu) who will then forward it to the Executive Committee. Your request must include evidence of your participation in a *refereed** professional conference, convention or similar professional organizational meeting. As evidence of participation, all of the following items are required with this application:

- a. Faculty Travel Funding Request Application (this form)
- b. Letter or email of acceptance that includes date and location
- c. Abstract of presentation
- d. Conference program listing your accepted work/presentation
- e. Draft copy of the “Request for Authorization to Travel” form that includes a budget for registration, transportation, lodging and/or meals

Please note, funding will not be granted for presentations at ad hoc, impromptu meetings or for generic international “academic conferences” that accept virtually any paper regardless of topic. Pseudo-academic conferences (“junkets”) meant to fill venues at tourist destinations will not be approved. Application is reviewed, however, based on scholarship of presentation and **not the location of the conference.*

Step 2: Once submitted, the Executive Committee will review your request and vote on its approval; a simple majority vote is required for approval. The committee will notify you of the application’s approval or rejection via email *within one (1) calendar week* of your submission. (If your application is rejected, the committee will indicate why.)

Step 3: After approval, finalize your “Request for Authorization to Travel” form; the Faculty Senate’s budget account number is 404230. You must also obtain all of the required signatures on that form, including the Faculty Senate President’s.

Step 4: Finally, in order for travel funds to be disbursed, you must submit the “Request for Authorization to Travel,” *with all required signatures*, to the Travel Office.

GRAMBLING STATE UNIVERSITY

Faculty Travel Funding Request Application



Applicant Information:

Applicant's Name: Obadiah J.K. Simmons, Jr., Ph.D.	Department / Unit: Kinesiology, Sport & Leisure Studies (KSLS)
Academic Rank: Associate Professor	G Number: 00055473
Check One: Tenured <input checked="" type="checkbox"/> Untenured <input type="checkbox"/>	GSU Email: simmonsoj@gram.edu

Travel Information:

Reason for Travel (include type of presentation, if applicable): I am Co-Presenting with my colleague Dr. Aaron Livingston (KSLS) at the SHAPE America Annual Conference in Seattle (WA).	
Title of Presentation (if applicable): The Impact of Diversity in Sport Management Education.	
Departure City: Monroe, LA (MLU)	Destination City: Seattle, WA
Dates of Travel: March 28, 2023 – April 2, 2023	Dates of Meeting: March 29 – April 1, 2023
Name of Meeting: 2023 SHAPE American National Convention & Expo	Place of Meeting: Seattle, WA
Sponsoring Organization: Society for Health and Physical Education (SHAPE) of America	Organization / Meeting Website: https://convention.shapeamerica.org/

Total Requested: \$ 500.00

(Include budget information on "Request for Authorization to Travel" form.)

Proposed Tentative Budget via GSU-Concur:

- RT AirFare (**\$650.00**)
- Lodging (**\$???.**??)
- Registration (**\$???.**00)
- Per Diem (**\$???.**??)
- Transportation – to/from Airport (**\$???.**??)
- Baggage Handling – (**\$6.00**)
- Miscellaneous (**\$25.00**)
- Total (**\$?,.????.**??)

Applicant's Signature: _____ Date: 01-19-2023

Approved by Faculty Senate Executive Committee:

Faculty Senate
President's Signature: _____ Date: _____