

Multicultural Travel Application

Use of this fund is subject to the following limitations:

1. All requests must have departmental sponsorship, i.e. departmental commitment to advancing the multicultural goals of the college as outlined in *From Every Nation*.
2. Applications for Multicultural funds may come only after the applicant's departmental funds are spent or allocated.
3. Funding priority is given to those who have not requested funding the previous year.
4. Departments are responsible for arranging all of their own transportation details.
5. The maximum amount of funds awarded any department in a given year is \$750.00.
6. All receipts for the event should be sent to Ebonie Atkins, Administrative Assistant, Office for Multicultural, **no later than 30 days after the event.**
7. **A brief report on your conference experience is expected upon your return. The report should include a statement addressing how you intend to apply lessons learned from the conference to your current position; a statement identifying useful print or electronic resources and potential multicultural lecturers; and the names and addresses of potential recruiting opportunities of faculty, staff, or students of color.**

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**Applications must be submitted to the Dean for Multicultural Affairs no later than 30 days prior to an event**

Name of Applicant: \_\_\_\_\_ Ext.: \_\_\_\_\_ Department: \_\_\_\_\_

Conference Name: \_\_\_\_\_  
*(please attach copy of description of conference)*

Purpose of attending *(attach if more room needed)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conference Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Anticipated Expenses:**

|                                    |       |
|------------------------------------|-------|
| Conference Fee                     | _____ |
| Lodging                            | _____ |
| Airfare/Travel                     | _____ |
| Other                              | _____ |
| <b>Total Anticipated Expenses:</b> | _____ |

|                                              |       |                       |
|----------------------------------------------|-------|-----------------------|
| Departmental Funds available for this:       | _____ | Dept. Account # _____ |
| Amount requested from Multicultural Travel : | _____ |                       |

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Indicating full departmental sponsorship)*

\_\_\_\_\_ ADMINISTRATIVE USE ONLY BELOW THIS LINE \_\_\_\_\_

Date Request Received

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

Request NOT APPROVED

\_\_\_\_\_  
Michelle Loyd-Paige, Dean for Multicultural Affairs

\_\_\_\_\_  
Date