

Dean for Academic Affairs Office

In 2011-2012, faculty members who will attend either a conference held outside the U.S. or more than one conference this academic year (July 2011 – June 2012) are eligible to request an increase in their travel allotment up to \$800 (for a \$2,000 total allotment for the year). The request must be made in advance of the conference(s) and must qualify for 100% reimbursement (refer to the [Faculty Conference Travel reimbursement page](#) for details on the faculty travel program).

Request for Increase in 2011-2012 Travel Allotment			
Faculty Name		Phone ext.	
Department			
Name of Conference			
Dates of conference			
Conference Location		<input type="checkbox"/> International	
Total anticipated costs			
To qualify, you must be eligible for 100% reimbursement of expenses:			
Are you presenting a paper?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a discussant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you participating as an officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other:	
If this is a domestic conference, this must be at least your second conference of the year:			
What other conference(s) have you attended or plan to attend this academic year (Name of conference, location, dates)			

Please send completed form to Dodie Martinson (dmartins@bowdoin.edu) in the office of the Dean for Academic Affairs.

Please note that any unexpended funds from the supplemental allotment will not be carried forward for use in 2012 – 2013.