TITLE III PROGRAM
FACULTY DEVELOPMENT FORM

Title III regulations require that all off-site conferences, workshops, seminar and meetings travel funded by Title III must be documented as appropriate to the Title III goals and objectives. Please return your completed form and the University’s travel form and related documents to Ally Sharp via sharpa@langston.edu for approval.

Name________________________________________ Position________________________________________
Division/Area________________________ Campus Address/ext________________________
Email Address: _________________________________________
Title and description of meeting_________________________________________________________________
__________________________________
_________________________________________________________
Date of meeting___________________________________

This request is for ___Scholarly Paper Presentation   ___Collegial Participation (See below)
A. **Scholarly Paper Presentation**—Faculty presenting a formal paper at either a local, state, or national meeting can receive travel support. The meeting attended should be related to one’s discipline and/or teaching area. Faculty are required to submit a written copy of their presentation within 14 days of their participation. If you do not comply with this request, Title III will not be able to fund another travel request for you.

B. **Collegial Participation**—Faculty who would like to attend a workshop/conference must share information from their participation. Faculty are required to either give a presentation or submit a report on their participation. Presentations need to be scheduled with the Faculty Development Director and should take place within the term that funds are requested. Written reports should be submitted to the Title III office no later than two (2) weeks after the meeting. If you do not comply with this request, Title III will not be able to fund another travel request for you.

**Expected Budget Expenditures**

Title III will fund either Hotel and Registration or Airfare and Registration for these meetings.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Explanation (if any)</th>
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<tbody>
<tr>
<td>___ Hotel or ___ Airfare</td>
<td></td>
<td></td>
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<tr>
<td>Registration Fee</td>
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<tr>
<td>Total</td>
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Requester/Date__________________________
Dept. Head/Dean/Date__________________________
Director of Faculty Development/ Date__________________________
Title III Director/Date__________________________
Vice President/Date__________________________