

CAS Conference Participation Support Program Request Form

- Use this form to request use of your current year allocation from the CAS CPSP.
- Funds may only be used to attend a regional, national or international conference where the applicant is an active participant (e.g., presenter, session organizer, committee chair, etc.).
- Travel must begin between 9/1 and 8/31 of the current annual period; only one conference per period will be funded.
- This form must be submitted to the CAS Dean's Office, in AS-217, at least 45 days prior to the beginning date of travel.
- Follow all required State, University at Albany, CAS, and departmental travel processes, procedures, rules, and regulations.
- Incomplete or late applications will be returned to the applicant.

APPLICANT INFORMATION

Name (printed)	Signature	Date
-----------------------	------------------	-------------

Rank/Title: (check one)

<input type="checkbox"/>	Assistant Professor (maximum allocation is \$1,000; not to exceed actual expenses)
<input type="checkbox"/>	Associate Professor (maximum allocation is \$750; not to exceed actual expenses)
<input type="checkbox"/>	Professor (maximum allocation is \$500; not to exceed actual expenses)
<input type="checkbox"/>	Full Time Lecturer (maximum allocation is \$500; not to exceed actual expenses)

Campus Address	Phone	Home Department Name
-----------------------	--------------	-----------------------------

CONFERENCE INFORMATION

Conference Name: _____

Location: _____

Travel Date(s): *Depart* _____ *Return* _____

Sponsoring Organization Name: _____

Participation Level: _____

Attach program/announcement (Presenter, Session Organizer, Committee Chair, Etc.)

APPROVALS

Home Department Chair:

Printed Name	Signature	Date
---------------------	------------------	-------------

CAS Dean's Office: Approved Not Approved

Printed Name	Signature	Date
---------------------	------------------	-------------

Place
CAS
Date of Receipt
Stamp
Here