



## 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

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<b>Name</b> (printed)	<b>Signature</b>	<b>Date</b>
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**Rank/Title:** (check one)

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

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<b>Campus Address</b>	<b>Phone</b>	<b>Home Department Name</b>
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### 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:**

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<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
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**CAS Dean's Office:**  Approved  Not Approved

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<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
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Place  
CAS  
Date of Receipt  
Stamp  
Here