Appalachian State University
Black Faculty and Staff Association
Request for Financial Support for Professional Development

**Note:** Generally, funds are awarded to members of the Black Faculty and Staff Association, who are attending conferences/workshops/conventions that contribute to professional development.

Name of Requestor: ____________________________________________

E-mail Address: ________________________________________________

Department: __________________________________________________

Department Telephone: _________________________________________

Date of Request: ______________________________________________

Travel Destination: _____________________________________________

Travel Dates: __________________________________________________

Purpose: ______________________________________________________
(Be specific.)

________________________________________________________________

Amount funded by department: ____________________________________

Amount funded by other sources: _________________________________

Amount Requested from BFSA: ___________________________________

Please attach a completed University Request for Travel and Travel Authorization form and other paperwork, if appropriate. If requesting BFSA funds for a registration fee, attach the appropriate completed registration form. Submit all paperwork to the BFSA president.

For Black Faculty and Staff Executive Board only:

Amt. Approved: __________________________

_______________________________________ Date

President of BFSA

_______________________________________ Date

Treasurer of BFSA

_______________________________________ Date

Optional Approval (if Needed) Date