

Black Faculty and Staff Association

APPALACHIAN STATE UNIVERSITY

Request for Financial Support for Professional Development

Complete the BFSA Request for Financial Support for Professional Development form. Can also be found on our BFSA website. 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 that can be found on the Controllers Office web page. Submit all paperwork to the BFSA President and Treasurer for approval of forms mentioned above. We will then send the reimbursement request to the Controller's Office.

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: _____ Date of Request: _____

E-mail Address: _____ Department Telephone: _____

Office/Department Name: _____

Travel Destination: _____

Travel Start Date: _____ Travel End Date: _____

Purpose: (Be specific.) _____

Amount funded by Office/department: _____ Amount funded by other sources: _____

Amount funded by other sources: _____ Amount Requested from BFSA: _____

For Black Faculty and Staff Executive Board only:

BFSA travel form 001 revised 2/25/22

Amt. Approved: \$

President of BFSA Signature **Date**

Treasurer of BFSA Signature **Date**

Optional Signature Approval (if Needed) **Date**

Optional Signature Approval (if Needed) **Date**