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