

**Appalachian State University  
Black Faculty and Staff Association**

**Procedure for Requesting Travel Funding from BFSA**

1. **Complete** the BFSA Request for Financial Support for Professional Development form, available at the BFSA Web site.
2. **Attach** a completed University Request for Travel form. (Put “**Black Faculty & Staff Association**” in the Requesting Department area.) IF the BFSA is paying for or reimbursing a registration fee, attach the appropriate completed registration form. The form is available at the Web page for the Controller’s Office.
3. **Submit** paperwork to the BFSA president for signature. The president will sign the BFSA form and then submit the form to the treasurer for final BFSA approval. The treasurer will then submit the BFSA Request form and the University Request for Travel form to the Office of Diversity, Equity, and Compliance, who will then send it to the Controller’s Office.
4. **After you return from your travel**, complete a Request for Travel Reimbursement form (available online at the Web page for the Controller’s Office). Submit the form to the treasurer. The treasurer will then submit the BFSA Request form and the University Request for Travel form to the Office of Diversity, Equity, and Compliance, who will then send it to the Controller’s Office.

The BFSA member should keep copies of all paperwork.