**Professional Activity Funding Request & Authorization**

**School of Business, Government, and Economics**

**Seattle Pacific University**

**Please email completed form to the Dean and to Jared Wymer.** To save a copy for your records, please choose File/Save As and give it an appropriate name. Thanks!

**SECTION 1: Activity and Request Information**

|  |  |  |  |
| --- | --- | --- | --- |
| *Requested by:* |  | *Date requested:* |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Dates and location of activity:* | | | ***from****:* | |  | ***to****:* |  | *Location:* |  |
| *Name of event (if applicable):* | | | |  | | | | | |
| *Nature of activity:* | |  | | | | | | | |
| *Description of involvement in activity (if conference presentation, please complete Section 2 below):* | | | | | | | | | |
|  | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Class(es) missed and coverage:* | |  | | | | | |
| *Others attending from SPU:* | |  | | | | | |
| *Estimated expense and request/authorization for funds:* | | |  | *Expense* |  | *Request* |  |
| *Registration fee* | |  | $40.00 |  | $50.00 |  |
| *Transportation\** | |  | $500.00 |  | $70.00 |  |
| *Meals* | |  | $80.00 |  | $90.00 |  |
| *Lodging* | |  | $100.00 |  | $110.00 |  |
| *Other (specify):* | |  |  |  |  |  |
| **PLEASE TOTAL:** | |  | **$ 720.00** |  | **$ 320.00** |  |
| *\*transportation includes air, shuttle, cab, rental car, and parking* | | | | | |  |

|  |  |  |
| --- | --- | --- |
| *Comments concerning expenses:* | |  |
| *Please advise of other professional activity within the current fiscal year (activity expense funded & date):* | | |
|  | |

**SECTION 2: Conference Presentation Details** (if applicable)

|  |  |
| --- | --- |
| *Paper to present:* |  |
| *Citation:* |  |
| *Type of activity & outlet:* |  |
| *Type of review:* |  |
| *Type of subject/audience:* |  |
| *Faith/ethics oriented?* |  |

**SECTION 3: Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| *Approved by:* |  | *date:* |  |

|  |  |
| --- | --- |
|  | explanation |