**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 |