



# Marietta College

## Faculty Development Committee : Mentoring Travel Grants

### Cover Sheet

Because taking students to conferences or competitions, especially when students are active participants, enhances their learning and promotes interaction among faculty and students, the Faculty Development Committee wishes to support faculty members who undertake this scholastic endeavor. Mentoring Grants will reimburse the faculty member's travel, conference fees, and hotel expenses up to the limits described here.

**Each proposal will be accompanied by this cover sheet and by a short narrative, not to exceed three paragraphs, describing the event.** Please estimate the following expenses in the space beside each item:

<b>Name</b>	
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### Estimated expenses

\$	<b>Travel:</b>
	\$      airfare (up to \$500)
	\$      van rental, including gasoline
	\$      personal mileage (up to \$200)
\$	\$      Other, e.g. parking, toll charges
\$	<b>Conference fee</b>
\$	<b>Hotel:</b> Up to \$175 per night to a maximum of five nights, plus wireless charges, if any. Overages will be considered on a case-by-case basis, not to exceed the cost of the conference hotel. Please indicate cost per night: \$
\$	<b>Total Estimate</b>

### Event information

<b>Faculty Member's Name</b>	
<b>Department</b>	
<b>Name of the Conference or Event</b>	
<b>Location</b>	
<b>Dates of the trip</b>	
<b>Number of students who will attend</b>	
<b>Number of students who will present or compete at the event</b>	

Please include a short narrative, not to exceed three paragraphs, describing the event.

[Click here to enter text.](#)

**Did you receive a minigrant from the Faculty Development Committee for this same event?**

No

Yes.

If so, for what amount?

**(1) Save this form as Mentor Yourname.**

**(2) Email the completed application to [FacDev@marietta.edu](mailto:FacDev@marietta.edu) alternatively, upload to the Faculty Development sharepoint area**

***Note:** In order to receive reimbursement under this program, you will need to submit a completed, signed expense report form along with relevant receipts to the Provost's Office for processing and approval. Expenses reflected on your expense report should be only those which are covered under the Mentoring Grant program, as specified above (e.g., there are no food or beverage allowances).*