

Alfred University Request for Funding Bernstein Funds

Due date for Academic Year 2018-19 is February 1, 2019.

Please fill in or type in the form with information as indicated. Attach the abstract if funds are needed for a conference

Trip Dates Name of Individual Requesting Funding
 Address (Powell Box or Division)

Purpose

Destination

<u>Funding Sources</u>		<u>Signatures (required)</u>	
Amt: <input type="text"/>	Account #: <input type="text"/>	Account Supervisor: <input type="text"/>	
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Amt: <input type="text"/>	Account #: <input type="text"/>	Account Supervisor: <input type="text"/>	
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Additional Funding Sources should be identified prior to submitting request.

Estimated Cost Worksheet

	Total	Amount contributed by Faculty Member	Amount contributed by Students (per student)	Amount contributed from other funding source	Request from Bernstein Funds (Estimate less contributions from other sources)
Transportation					
University Car					
Personal Car					
Airplane					
Other					
Registration					
Meals					
Lodging					
Other (specify)					
Total	\$ - \$	\$ - \$	\$ - \$	\$ - \$	\$ - \$

	<u>Signatures (required)</u>	<u>Date</u>
Traveler	<input type="text"/>	<input type="text"/>
Professor or Sponsor	<input type="text"/> N/A for Faculty	<input type="text"/>
Academic Advisor	<input type="text"/> N/A for Faculty	<input type="text"/>
Division Chair	<input type="text"/>	<input type="text"/>
Dean	<input type="text"/>	<input type="text"/>

Recipients will be expected to prepare two letters to the Bernstein Family thanking them for the funding opportunity within 2 weeks of the completion of the travel. Send to Provost's Office for mailing.

Attach information about the use of their funds. e.g., - abstract, conference, a copy of the paper presentation or other information