



## CAPP ADJUNCT FACULTY TRAVEL POLICY/REQUEST

The CAPP Office encourages CAPP adjunct faculty professional growth through course related workshops, conferences and seminars. As a CAPP adjunct faculty member, you are eligible for up to \$100.00 in travel funds per academic year.

In order to request approval for use of this money, please complete the form below, obtain your liaison's support/signature and submit the form to the CAPP Office at least 14 days prior to the date of departure.

Upon approval by the CAPP Director, a Travel Expense Report (TER) will be sent to you. When the completed TER is received by the CAPP Office, the process will begin to reimburse you the money requested (up to \$100.00 per year).

---

\_\_\_\_\_  
**Adjunct Faculty Name** (please print)

\_\_\_\_\_  
**Date of Function**

Description of professional development opportunity (please include location): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Liaison Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director Approval/Signature**

\_\_\_\_\_  
**Date**