



(1) Request for Title III Professional Development Travel
(Submit with Travel Requisition)

Name: _____

Activity: _____

Title of workshop/Conference: _____

Dates of Travel: _____ Location: _____

Provide a brief summary of impact of the conference in the following areas: (a) strengthen institutional capacity for student retention; (b) enhance student persistence; (c) increase graduation rates; and (d) achieve activity objective.

List specific and tangible examples of how the acquired skills, knowledge or training will be documented and transferred to other faculty and staff.

Describe professional and instructional benefits of the training. Cite actions you will carry out as a result of this professional development. These should be tied to items (a) and (b), above. Be specific (example: cite dates, courses/activities, assessment measures used, etc.) You may be asked to provide follow-up documentation to the Title III Office.

(Please attach additional pages, if needed.)

Signature of Traveler Date

Signature of Activity Director Date

Signature of Title III Director Date