

Yale University Library
PROFESSIONAL TRAVEL
Request for Funding Support

Please complete, secure the required signatures, and return to Library Administrative Services. Incomplete forms cause delays so we are asking that all information be provided.

Name _____
Date _____
Department/Library _____
Phone _____
Function/Conference _____
Dates of Attendance _____
City _____
Sponsoring Organization _____

I. Please check all of the following categories which apply to your activities at the conference (ALA, MLA, ASIS, ATLA, SLA, etc.).

- _____ Association member
- _____ Panel discussion member
- _____ Delivering a paper
- _____ Committee chair
- _____ Elected officer
- _____ Committee or board member
- _____ Giving a workshop or presentation
- _____ Other (specify) _____
- _____ Chairing a discussion group/task force _____

Please note below the specific committee or program you are participating in:

II. Please describe the conference's relevance to your current work and attach any brochure or other documentation which describes the program.

Your signature: _____

III. APPROVALS

_____ Approve
_____ Disapprove

Immediate Supervisor

Date

_____ Approve
_____ Disapprove

Department Head

Date

_____ Approve
_____ Disapprove

AUL

Date