

*Faculty Professional Development Committee (FPDC)*

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| --- | --- |
| Date Application Received:  |  |
| Approved Amount:  | $  |
| FPDC Decision Date |  |
| Approved:  | Yes  | No  |
| FPDC Chair Signature:  |  |
| Date Report Received:  |  |

A completed application will be considered using the FPDC guidelines**. Return the completed application electronically (via email) to the FPDC chair before the 1st of the month for consideration & response/decision within one week. Applications submitted after the 1st of each month will be reviewed the following month. Incomplete applications will be returned to the applicant for resubmission.** IMPORTANT: Your application must include supporting documents as per FPDC Guidelines.

Please Print:

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| Name |  | Title: |  |
| Division:  |  | Division Chair: |  |
| Duration of Employment with UNM-Gallup |  | Banner ID#  |  |
| Requested Activity  |  |
| Date/Time of Departure: |  | Date/Time of Return |  |
| Actual Conference Activity Dates:  |  |
| City, State:  |  | Date Last Funded by FPDC:  |  |
| Are you a Visiting Faculty?  | Yes No |
| Are you coming up for Code 6?  | Yes No | Code 3?  | Yes No |

**How does this activity support your professional/cultural development as a faculty member of UNMG and align with the mission and strategic plan?**

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APPLICANT STATEMENT:

 **I WILL SUBMIT A ONE-PAGE SUMMARY TO THE CHAIR OF THIS COMMITTEE AND MY DIVISION CHAIR WITHIN 15 WORKING DAYS OF MY RETURN (FROM LIVE OR VIRTUAL EVENT), DESCRIBING MY ACTIVITIES AND HOW I BENEFITED FROM THEM. THIS REPORT MAY BE DISTRIBUTED TO FACULTY AND/OR STAFF, IF APPROPRIATE.**

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| ***Applicant Signature:*** | ***Date*** |

**TO DOCUMENT YOUR SUPERVISOR’S AWARENESS OF YOUR APPLICATION, PLEASE REQUEST YOUR DIVISION CHAIR TO SIGN BELOW.**

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| ***Division Chair’s Signature:*** | ***Date*** |

**FPDC Committee Comments only:**

*Approved or Disapproved and reason for disapproval*

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Alok Dhital, Chair Date

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Lorraine Aguayo, Member Date

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Dr. Carmela Lanza, Member Date

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Laura Moore , Member Date

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|  ***John Zimmerman, Dean of Instruction Date*** |  |

UNM Gallup

Electronic Travel Requisition

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| Index to be used: |  | Division: |  |
| Restricted or Unrestricted Account? | YES or No | Preapproval Requirement? | YES or No |
| Travel to attend (include brochures, registration forms, etc.): |
|  |
| Dates of Travel: | Leave (Date & Time) |  |
| Return (Date & Time) |  |
| Person (one per requisition) that will be traveling (include contact information and birthday for air travel). |
| Name: |  | DOB: |  |
| Contact Information: | Primary: | Alternate: |
| Business Purpose (Remember to include why this travel is necessary and how it benefits UNM, please be as detailed as possible to avoid late payment reimbursements/available reservations/etc.) |
|   |
| Hotel/Lodging Information: |
| Name | Address | Amount | Acct Code |
|  |  | $0.00 |  |
| Airfare (3 quote minimum, attach documentation w/airfare information & flight numbers.) |
| 1) | $0.00 |  |
| 2) | $0.00 |  |
| 3)  | $0.00 |  |
| Fleet vehicle to be used: # of miles x 0.585 (attach documentation) |  |  |
|  | Miles: | 0 | 0.585 | $0.00 |  |
| Rental Car: (Enterprise for in-state/National for out-of-state.) Attach needed dates and quotes. |
|  | Enterprise: |  | $0.00 |  |
|  | National: |  | $0.00 |  |
|  | Miles | 0 |  .50 | $0.00 |  |
| *\*\*Important Note: If staff/faculty prefers to use a personal vehicle throughout their trip, fill out and document the comparable form. Remind staffm /faculty that they will be paid at the lower rate available to UNM.* |
| Parking Fees (best available): Attach documentation and/or quotes. |
| At Airport: |  | $0.00 |  |
| At Hotel: |  | $0.00 |  |
| At Event: |  | $0.00 |  |
| Other: |  | $0.00 |  |
| Additional information and/or Special Instructions: |
| Meals per diem (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) per days: $0.00  |
|  |
| **Total amount requested:** |  |  | **$** |
| Prepared by: |  | Date: |  |
| Approved by: |  | Date: |  |
| Approval sent by email: |  | Date: |  |

\*\*For any application to be considered, supporting documents must be provided. Please attach a copy of the conference/event agenda, letters requesting or approving presentation, airfare, cost of hotel accommodations, meal cost per diem, and any other document that support the need for approval of the application**.** Thank you.