

College of Creative Arts
2007– 2008 GRANT COVER SHEET

DIRECTIONS: Complete page 1 of this form (College of Creative Arts Cover Sheet) and page 2 (West Virginia University Travel Authorization) and submit them with the appropriate grant application to the Office of the Dean by the specified deadline for each grant cycle.

Check all grants you are applying for at this time:

CCA Professional Activities Grant _____
Faculty Development Grant _____
Faculty Travel Grant _____
Senate Grants for Research and Scholarship _____
WVU Grants for Public Service _____
International Grants _____
Student Travel Grants _____

For Faculty Grants only: You may apply for a CCA Professional Activities Grant either individually or in conjunction with any one of the other grants.

Name _____ Division _____

Title of Activity _____

Date of Activity _____ Destination _____

If you are applying for the CCA Professional Activities Grant, how much funding are you seeking?
\$ _____ (the maximum award for 2007 – 08 for Faculty is \$300 and for Students is \$150)

Provide a brief summary of the activity:

Chairperson's Approval Signature: _____

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FOR OFFICE USE ONLY

DATE RECEIVED: _____

Dean's Office Action

Funding Awarded: _____

* _____ Date: _____

Fund Source: _____

West Virginia University Travel Authorization

Traveler: _____ Title: _____

Address: _____ FIMS # _____

_____ Status: Employee: _____ Student: _____ Other: _____

Travel Date(s): _____ Destination: _____

Purpose of Travel: _____

ESTIMATED TRAVEL COSTS					
	Direct Bill	Procurement Card	Reimbursable Expense	Personal Expense	Private Funding
Personal Vehicle					
State Vehicle					
Car Rental					
Commercial Airfare					
Lodging					
Meals					
Registration Fees					
Miscellaneous (i.e. parking, taxi)					
TOTAL FOR TRIP:					
				GRAND TOTAL:	

Pcard Holder's Name: _____

Pcard Holder's Name: _____

ORACLE ACCOUNTING INFORMATION	AMOUNT

Traveler's Signature _____

Date _____

Principal Investigator _____
(If Applicable)

Date _____

Dean/Director/Designee _____

Date _____

Form Instructions: After appropriate signatures, forward original completed form to travel coordinator and a copy of form to Department Card Coordinator if a procurement card is being used.

Receipt Instructions: Original receipts for any reimbursable expenses are to be turned into the travel coordinator. Original receipts for the procurement card charges must be turned into the Department Card Coordinator within 48 hours upon completion of trip.

Note: Copy of expense account, travel authorization and receipts must be retained in the department. All forms are subject to internal audit.