MEDAL FUND GRANT REQUEST

MEDAL Fund Staff Development Committee

(Email this request to Medal.Fund@millersville.edu or mail completed form to Michael McDowell in Information Technology)

Name: Submission Date:

Department: Telephone Extension:

Email Address:

Date(s) of Event:

Name and Location of Meeting:

I hereby attest that I do have my supervisor's approval to attend this event. ***Initial***:

Type of Event: Conference   Convention

                        Traditional Training (Seminar, Classroom-Based Instruction, etc.)

                        Non-Traditional Training (Web Event, Computer Based Training, etc.)

Event Costs	Total Cost	University or Department Funded	Requested MEDAL Fund Grant
Event Fee			
Travel			
Lodging			
Meals*			
Miscellaneous*			
Totals			

* Meals and Miscellaneous items to be calculated based upon University accepted per diem and mileage allowances.

How will this event benefit you in the performance of your job?