Agenda

Faculty Meeting
October 14, 2014
1:30pm HMS North Room 115

1. Peruse newsletter.............will be sent after Thanksgiving
   a. Provide any additional email addresses to jbarnes@sfasu.edu
   b. She will coordinate with Alex
   c. Past newsletters can be found at
2. Strategic Plan – Jennifer Newquist
   a. Stephanie is part of College Team so coordinate college initiatives
3. Show case Saturday – Gina Causin
4. ORSP – Flora Farago
5. FEM (Olle) keeping information updated
   a. How is FEM working? (all faculty)
6. Travel – Stephanie and Anne Marie
7. Curriculum Committee Update
8. Social Media Committee
9. Clinical Practice Committee
10. FTGOTO

[Handwritten notes]

[Handwritten notes]

[Handwritten notes]
### GENERAL INFORMATION

**Employee Name:**

**Purpose of Trip:** (Circle one) Conference  Field Trip  Interview  Meeting  Presentation  Recruiting  Research  Study Abroad

**Description of Trip:**

**Who are you traveling with:**

**How will your courses & office hours be covered?:**

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### ITINERARY

**Departure Date:**

**Return Date:**

**Departure Time:**

**Return Time:**

**Destination city, zip code:**

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### ESTIMATED EXPENSES

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
<th>Method of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milage # of miles</td>
<td></td>
<td>Traveler</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>Traveler</td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td>T-card or Traveler</td>
</tr>
<tr>
<td>Hotel Tax</td>
<td></td>
<td>T-card or Traveler</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td>T-card or Traveler</td>
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<tr>
<td>Airfare</td>
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<td>T-card or Traveler</td>
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<tr>
<td>Baggage Fees</td>
<td></td>
<td>Traveler</td>
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<tr>
<td>Taxi/ Shuttle/Tolls</td>
<td></td>
<td>Traveler</td>
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<tr>
<td>Public Transportation</td>
<td></td>
<td>Traveler</td>
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<tr>
<td>Airport Parking</td>
<td></td>
<td>Traveler</td>
</tr>
<tr>
<td>Hotel Parking</td>
<td></td>
<td>Traveler</td>
</tr>
</tbody>
</table>

**Total for ENTIRE trip:**

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### Amount requested from each fund below

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Available as of this date</th>
<th>Amount for this travel</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>ORSP</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Perkins</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
</tbody>
</table>

**Attach any award letters to this form.**

*Potential Funds do not count
*Perkins is not available until after travel

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**HMS Travel money balance to carry to next travel:** $ 

**Signature Traveler:**

**Date:**

**Approval Director:**

**Date:**