

# MICHIGAN STATE UNIVERSITY

## MEMORANDUM

TO: EAD Faculty

FROM: Marilyn J. Amey, Chair

RE: **Travel Plans for the Year**

Please give us an idea of your travel plans for this year and an estimate of the cost. Support priority is given to those presenting at a conference, chairing a session or serving as discussant; board and committee responsibilities are also a priority. If there are meetings you have interest in attending for professional development reasons but do not have these same responsibilities, please also indicate your interests. As always, if you have alternate sources of funding, please note this, and draw on these first. Although the Dean indicates to faculty an available amount for travel each year, she also notes that department allocation strategies vary. In EAD, we recognize that faculty needs and interests are different across careers, and pool general fund resources including travel to maximize flexibility and equity. Being mindful of phone, copy, printing, and other costs across the department provides greater opportunity for travel and other initiatives. Please return to Irene Unkefer *electronically* at unkefer@msu.edu or in Rm. 413 EH, by **mid-September**. Thanks!

Include travel outside Michigan through June of next year, in priority order:



**I plan to attend:** \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ approximate amount requested: \_\_\_\_\_

My activities include:

\_\_\_\_\_

\_\_\_\_\_

**I plan to attend:** \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ approximate amount requested: \_\_\_\_\_

My activities include:

\_\_\_\_\_

\_\_\_\_\_

**I plan to attend:** \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ approximate amount requested: \_\_\_\_\_

My activities include:

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

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