**2023-24 CAPP Adjunct Curricular Advancement Funds Request Form- Travel**

This form is for CAPP adjunct instructors wishing to use their Curricular Advancement funds for in-person course-related workshops, conferences, and seminars. For virtual seminars, please use the Purchasing CA request form.

As an adjunct instructor, you are eligible to request up to $100/credit per each unique course offered per academic year, up to $300/course. If you have questions regarding your available curricular advancement funds, please contact the CAPP office at [CAPP@uwosh.edu](mailto:CAPP@uwosh.edu).

To request approval of these funds, please complete the form below and email it to the CAPP office at [CAPP@uwosh.edu](mailto:CAPP@uwosh.edu) **at least four weeks** before your dates of travel. Once the CAPP directors and your liaison have approved your request, you will receive your response from the CAPP office.

Make sure to check with the CAPP office before making any travel reservations (flight, hotel, etc) as reimbursement of certain expenses such as meals and lodging may be limited according to UW Travel Policy. Adequate receipts for approved travel expenses are due to our office within two weeks of the last day of your trip.

Curricular advancement funds for the 2023-2024 academic year may be used for travel prior to June 1st, 2024. If your travel occurs after June 1st, please email the CAPP office for assistance in submitting your request.

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**Adjunct Name (Please print) Date**

**Cost incurred by:** \_\_\_ District/High School \_\_\_ Adjunct

Describe your intended travel below, including first and last day of travel, originating and destination locations, lodging (if applicable), event, and mode of transportation.

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Adjunct Signature Date

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Director Signature Date

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Liaison Signature Date