

Faculty Mentor/Mentee Funding Request

Date: _____

Requestor Name: _____

Department: _____

Mentee name: _____

E-mail address: _____

Mentor name: _____

E-mail address: _____

Both mentor and mentee can request up to \$300 in funding for allowable expenses. Expenses must be spent or encumbered by March 1. See the mentoring program guidelines (page 4) for a list of allowed expenses. Pre-approval is required from the Vice Provost/Associate Vice President of Academic Affairs prior to making a purchase. Submit the form to phelpsl@apsu.edu or send to P.O. Box 4505.

Type of Request:

Resources/Book(s)

Travel

Conference Fee

Webinars

Materials for Woodward Library

Technology

Estimated Cost of Request(s): _____

Explain how the item(s) requested supports the Retention, Tenure & Promotion priorities of your Mentee:

Mentee Signature: _____

Date: _____

Mentor Signature: _____

Date: _____

Approved

Denied

Vice Provost/Associate Vice President Academic Affairs

Date: _____