



Surprising Possibilities Imagined &
Realized through Information Technology

Application for travel support of Teachers/Counselors promoting SPIRIT Activities

SPIRIT encourages teachers and counselors to share their experiences in public forums, such as teacher conferences. To support such activities, SPIRIT will offer modest travel support to offset expenses that are not covered by other sources such as your school. The amount of assistance will depend on the availability of funds and the quality of the outreach. Speaking at a conference with a related paper published in a national source will be supported at a higher level than speaking at a state conference without an published paper. Presentation of accepted paper proposals will be supported at a higher level than abstract proposals. The reimbursement will be provided *after* the activity has been completed and original receipts submitted.

- Qualifications: To qualify for travel assistance, you must be a teacher or counselors who was accepted into the SPIRIT program and completed the summer program in its entirety. In addition, the following requirements must be met:
1. You must attend and actively participate in all in-service meetings for the SPIRIT program on the Purdue campus. (If requested travel was approved for an activity that occurred before the last in-service meeting and you missed an in-service meeting, you will be required to return the full amount of the travel support to SPIRIT.)
 2. All required deliverables must have been submitted to the SPIRIT program manager. For teachers, this includes all lesson plans and accompanying Alice worlds. For counselors, this includes career-planning slide show and accompanying Alice world.
 3. The activity and accompanying materials were pre-approved by the SPIRIT program manager.

Application: To request travel support, send a letter to the SPIRIT program manager that describes the nature of the activity and expected impact. In addition, you should complete and submit the second page along with a copy of your paper/abstract.

- Support Levels: The general guidelines below will be used in determining the amount of support to be provided:
1. Presentations at national conference that have accompanying full papers that will be published in a national registry may receive up to 100% support.
 2. Presentations at state or regional conferences that have accompanying full papers that will be published in a state-level or higher registry may receive up to 90% support.
 3. Presentations at national conference that have accompanying extended abstracts that will be published in a national registry may receive up to 75% support.
 4. Presentations at state or regional conferences that have accompanying extended abstracts that will be published in a state-level or higher registry may receive up to 65% support.
 5. Presentations at national conference that have no accompanying publications may receive up to 50% support.
 6. Presentations at state or regional conference that have no accompanying publications may receive up to 40% support.

Deadline: Requests for travel assistance should be submitted at least two months prior to the event. Decisions will be made within one month of the application.

Submit travel requests to: Prof. Alka Harriger, SPIRIT Project Manager, CIT Dept, Knoy Hall, Room 243, Purdue University, West Lafayette, IN 47907-2040; FAX: 765-496-1212; Phone: 765-494-2565.



Surprising Possibilities Imagined & Realized through Information Technology

Application for travel support of Teachers/Counselors promoting SPIRIT Activities

Event Name, Description, and Expected Number of Participants:

Event Location & Dates:

Your Role and Expected Impact/Reach (benefit to SPIRIT):

Date of Your Presentation:

Did you request support from your school and/or the event staff? Explain the level of support requested and received OR explain why you did not request assistance.

Table with 5 columns: Cost Estimate, Costs covered by other source(s), Amount requested, Amount approved. Rows include Registration, Air fare, Car, Hotel, and TOTAL.

Only air fare and hotel costs for the dates of activities that directly benefit SPIRIT may be considered. Registration fees, car expenses, hotel expenses outside of SPIRIT-related activity dates, or food and other costs are generally not covered.

Submit travel requests to: Prof. Alka Harriger, SPIRIT Project Manager, CIT Dept, Knoy Hall, Room 243, Purdue University, West Lafayette, IN 47907-2040; FAX: 765-496-1212; Phone: 765-494-2565.