REQUEST FOR PAYMENT OF FACULTY INCENTIVE FUNDS FORM

Faculty Member: _______________________________________________________

Employee Number: ________________________________

Department: ___________________________________________________________

Semester and Year Travel Occurred: _______________________________________

Purpose(s) of Travel: ____________________________________________________
(Note: Only travel for instructional purposes is eligible for Incentive Funds.)

Travel From: ___________________________ to _____________________________

Round Trip Miles per Trip: _______________ Number of Trips: ________________

Total Miles Claimed: _____________________

Payment Option: _____ Cash           _____ Professional Development

______________________________________ SAP Fund/Fund Center

Based on selected option amount of payment (see chart below): __________

This form must be submitted with copies of either the University Travel Authorization Forms for each
trip claimed or the Expense Reports submitted for each trip. No request will be processed without one of
the above noted items.

_______________________________________________________________________
Faculty Member Signature     Date

_______________________________________________________________________
Department Chairperson     Date

_______________________________________________________________________
Dean/Executive Dean     Date

_______________________________________________________________________
Assistant VPAA, Extended Programs     Date

_______________________________________________________________________
Assistant Vice President for Human Resources     Date

_______________________________________________________________________
Comptroller (For Professional Development requests only)     Date

Processed: _______________       By: ___________________________________

Payment Chart   (As per the CBA, Article 40)

<table>
<thead>
<tr>
<th>Cumulative Miles Traveled</th>
<th>Cash Payment</th>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Miles or Less</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>501-1,500 Miles</td>
<td>$375</td>
<td>$500</td>
</tr>
<tr>
<td>Over 1,500 Miles</td>
<td>$750</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Note: No incentive shall be paid for teaching locations within 15 miles of the faculty member’s home or the
University, whichever is closer (as per the CBA, Article 40).

Revision approved at Deans’ Council on 5/4/05.