

**FORM T**  
**(Funding Request for Travel and Conference/Workshops)**  
**Archdiocese of Louisville -- OLFE**

**Name of Conference or Workshop** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

**Location** \_\_\_\_\_

<b>Registration fee</b> <i>(Member/group rate only)</i>	\$	
<i>Please attach a copy of registration form and a descriptive flyer!</i>		
		_____
<b>Housing Expense</b>	\$	
<i># of nights X Room rate + tax</i>		
		_____
<b>Travel Expense</b>	\$	
<i>Airfare plus shuttle (No personal car expenses paid)</i>		
		_____
<b>Total Estimate</b>	\$	
		_____
<b>Requested Amount</b>	\$	

**How much is your school/region willing to fund this expense?**  
*Include items such as paying for personal car expense, food expense, teacher subs, etc.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return completed form along with a Funding Request to:**  
**Terry Crawley**  
**Professional Development Office**  
**1935 Lewiston Drive**  
**Louisville, KY 40216**