

Appendix 1

**SABBATICAL and LEAVE APPLICATION FORM: BUDGET FORM**

If your Sabbatical project depends on additional funding beyond the award of the Sabbatical itself, please indicate sources and amounts below.

<b>Project Budget</b>	<b>Personal Contribution</b>	<b>Department/ College Contribution</b>	<b>Other Funding Sources Specify:</b>	<b>Totals</b>
<b>1. Personnel</b>				
Faculty				0
Student Worker				0
Benefits				0
<b>Subtotal (Personnel)</b>	0	0	0	0
<b>2. Operating Expenses</b>				
Equipment/material (itemize)				0
Office Supplies				0
Photocopying/printing				0
Travel				0
Lodging				0
Other (specify)				0
Consultant				0
<b>Subtotal (Operating Expenses)</b>	0	0	0	0
<b>Total Project Amount</b>	0	0	0	0

**Budget Justification.** Provide an explanation of up to one (1) page for all expenses listed in the project budget. Show how particular amounts were calculated. Expenses should be clearly linked to project goals and outcomes.