



Notre Dame of Maryland University

Committee for Faculty Research and Development (CFRD)

Pangborn Fund — Post-Conference / Meeting Report

Recipient Information

Name of Award Recipient: _____

Name of Conference / Workshop / Training: _____

Location: _____

Dates Attended: _____

Degree to Which Professional Objectives Were Achieved

Please describe the extent to which you met the goals stated in your application.

Evaluation of Conference / Workshop

Please provide an overall assessment of the conference or workshop and its value to your professional development.

Expenditure

Report of Expenditures	
Total Amount Awarded	\$
Registration Costs	\$
Transportation Costs	\$
Lodging Costs	\$
Food Costs (per diem)	\$
TOTAL Expenses	\$
Remaining Funds Returned to the Business Office: \$0 — funds were not disbursed prior to conference <i>If unused funds need to be returned to the Business Office, contact the CFRD Chair to determine the correct contact person. Business Office personnel must sign below.</i>	
Date Funds Returned: _____ Check Number: _____ Business Office Personnel Signature: _____	

Faculty Member Signature

Date

Submission Instructions

- Original hard copies of report and receipts to: Administrative Assistant, Office of the Provost and Vice President for Academic Affairs (VPAA)
- Electronic copies of report and receipts (combined in one PDF) to: CFRD at cfrd@ndm.edu
- Hard copy of report and receipts to: Accounts Payable Coordinator, Business Office