

College of Arts & Sciences  
**FACULTY TRAVEL FORM**  
*Fiscal Year 2023-2024*

## College Travel Policy

The College of Arts and Sciences provides travel funds to support faculty who report the results of their creative activity by reading a paper or presenting a poster at one or more meetings or who are on the program of a conference or meeting because they are chairing a panel, serving as a discussant, or have helped to organize the conference or meeting. Support will be limited to \$600 for the fiscal year for any one faculty member (including Professors of Practice).

Full time lecturers and senior lecturers may apply but support will be limited to \$300 for the fiscal year.

Faculty who want College travel funds must complete the reverse side of this form, attach supporting documentation, and route to Business Center staff who will obtain the faculty member's signature, the signature of their department chair/director and for Dean's Office approval via DocuSign. The chair/director's signature verifies that the faculty member will use these funds to help defray the costs of the professional travel, that the faculty member is on a conference or meeting program, the tenure status of the faculty member and that the faculty member has used all funds for travel available from external grants and contracts.

The Dean's office will continue to process faculty travel using the same guidelines followed in the prior fiscal year. The departments are not provided with a cost center to use for expense reimbursements. Instead the Dean's office initiates a budget transfer or journal entry to reimburse the departments based on the quarter in which the travel will take place. **As a result, travel allotments can only be used in the fiscal year in which the travel will occur.** Airline tickets purchased in advance will not be reimbursed to the department until the fiscal year in which the travel occurs.

Funding for the College Travel Policy may be limited due to budget constraints. Depending on availability of funds, **APPLICATIONS FOR THIS FISCAL YEAR WILL BE ACCEPTED ANY TIME PRIOR TO JUNE 1, 2024.**

2023-2024

College Travel Application:

Faculty: Please indicate the reason(s) for your travel by checking one of the following:

1. To read a paper or present a poster reporting the results of creative activity at a conference or meeting.

Please indicate the title of the paper or poster presentation.

2. To engage in other activity at a conference or meeting. Please check the appropriate box or boxes.

- Participate as a panel chair
Participate as a discussant
Perform responsibilities related to being a conference or meeting organizer

3. Please indicate the conference or meeting that you will be attending.

Faculty: Please supply the following information:

How much travel money are you seeking now? \$

When will you begin and end your trip? Begin date: End date:

What is your travel destination?

(Submit requests for approval BEFORE travel has occurred.)



Print Applicant's Name:

Applicant's Signature: Date:

Department Chair/Director: Please sign and send to the Dean's Office.

Signature affirms the following:

- Tenured or tenure track faculty member (\$600 per year)
Professor of Practice (\$600 per year)
Full-time lecturer or senior lecturer (\$300 per year)

Chair/Director Signature: Dept: Date:

Dean's Office Approval: Amount Approved: Date:

