



## **Fiscal Year 2016-2017 Faculty and Student Travel Policy** (for travel between October 1, 2016 and September 30, 2017)

The Office of the Dean has limited funds available to assist faculty and students who are presenting or formally participating in a legitimate professional academic conference related to their field of research or creative activity.

At this time, with few exceptions, the Office of the Dean is unable to support faculty travel for research, nor for training, networking, or general “conferencing,” despite the genuine benefits that may accrue.

### **1) General Procedures and Information**

- Use / apply for other funding sources first, such as those listed below.
- Prepare and submit a completed *Travel Authorization* to the Dean’s Office. **Please use the appropriate form, entitled “Authorization for Official Travel for Personnel in Academic Affairs.”** (See CAHS webpage for this form).
- The travel authorization must have all required signatures. (In most cases this is the faculty member submitting the form and departmental chair.)
- The purpose of the trip must be adequately described. Single words such as *meeting*, *research* or *conference* are not sufficient. Explain in an attachment if necessary.
- **Evidence that your manuscript was accepted for presentation, or of your meaningful participation at the conference MUST be appended.**
- Attach any supporting documentation that might be important (itinerary, travel estimates, conference brochures, etc.).
- If funds grow short (e.g. due to proration or other budgetary cuts) priority will be given to faculty who have demonstrated in the past that their presentation (or equivalent) resulted in peer reviewed publication (or equivalent).
- ***FY17 travel authorizations will not be accepted after August 31, 2016.***

### **2) Additional or Alternative Funding Sources should be used or considered when appropriate:**

- **HUMANITIES CENTER:** If you are eligible for support from the Humanities Center (HC) you **MUST** submit your travel authorization first to the Humanities Center. The HC will then forward your form to the Dean’s Office.
- **PROVOST:** Through the Scholarship Enhancement Fund, the Office of the Provost will match up to \$500 in awards from with Department and/or College, including from the

Humanities Center. Full-time faculty and lecturers are eligible for up to \$500 once per academic year.

- **START-UP:** Start-up funds are intended in part to support conference travel. If you have “Start-up Funds”, you may consider utilizing a portion of those funds to support your travel needs. Keep in mind that all Start Up funds must be expended within 2 years of beginning employment, with one year extension possible.
- Faculty Development Accounts (formerly “enrollment incentive accounts” or “3-accounts”) may also be used.
- Departmental funds, when available.

### 3) Allotments from CAHS:

- Tenured and Tenure Track Faculty:
  - We will consider your eligibility for Humanities Center and Provost’s Scholarship Enhancement funds first.
  - For a single conference: If presenting a paper - or equivalent - at a conference (or listed in some significant fashion on a conference program).
    - \$500 for within 300 miles
    - \$800 beyond 300 miles in the USA
    - \$1000 if the conference is outside the USA
  - Maximum reimbursement for the Fiscal Year:
    - \$1000 for faculty eligible for HC funding (\$1500 if you include OAA funding).
    - \$1250 for all other tenured and tenure track faculty (\$1750 if you include OAA funding)
    - Departments may supplement these amounts if funds are available
- Lecturers (full time)
  - All are eligible for a matching grant of \$500 from the Office of Academic Affairs (OAA) once per year, through their “Scholarship Enhancement Program.”
  - For a single conference: If presenting a paper - or equivalent - at any location are eligible for up to \$400 per year, regardless of department or distance. Departments may add more.
- Students:
  - Graduate students presenting a paper at a conference at any location are eligible for up to \$300 per year, regardless of department or distance.
  - Undergraduate students presenting a paper at a conference at any location are eligible for up to \$250 per year, regardless of department or distance.