

## ARTS & SCIENCES TRAVEL FUNDS

Arts and Sciences Travel Funds Application Form should be completed **at least one week prior** to travel and **submitted to Linda Horne in the Accounting Office**.

Signatures other than your own are **not required** prior to department submission – we will take it from there!

### Purposes and Amounts

The Arts and Sciences Travel Fund is supported by assistance from The Arts and Sciences Foundation, the Dean's Discretionary Fund, and other sources to enable faculty to attend meetings of learned and scientific societies. The annual travel awards are listed below:

- \$1,000 for tenure track assistant professors, untenured associate professors, tenured associate and full professors, instructors with special provision and senior lecturers.
- \$2,000 for department and curriculum chairs for travel. In this case, the purpose of the travel may also be to conduct departmental business, such as the recruitment of faculty or placement of graduate students.
- \$750 for permanent full-time fixed-term teaching faculty who have been in the College for at least one year. This generally applies only to lecturers, but may include full-time paid adjunct teaching faculty.

### Funding Procedure

Travel receipts must be submitted to the department's accounting office (via the front desk) within 10 days of return travel date. If the receipts are submitted after 10 days an explanation as to why they are submitted late is required. If the faculty member returns from travel before the department's fiscal year cutoff date in June, they must use the current fiscal year funds. If they return after that date, they may use the following fiscal year funds if necessary and they are available.

### Eligibility Limitations

Since funds are limited, the travel grants are meant to be a support system available in lieu of other funds. Therefore the following exceptions apply:

- Distinguished named professors are not eligible, as they may use their research stipend for travel purposes. (Note: Chairs who are distinguished professors are still eligible for the chair travel allocation.)
- Faculty who receive \$100,000 or more in grants for the year are **not** eligible to receive Arts & Sciences travel funds.
- Visiting and part-time faculty, full-time fixed term faculty in rank less than one year, research and clinical faculty, faculty in phased retirement, and EPA nonfaculty are **not** eligible.

### Scholarly Travel

To receive funding, the applicant must be traveling for one of the following purposes:

- To attend a scholarly or professional meeting at which they will present a paper, participate in a panel discussion, or preside over a session they have organized.
- To attend a meeting of a scholarly association in which the applicant holds an officer position.
- To participate in recitals or artistic exhibitions of an academic, non-commercial nature.