

Travel Funding Guidelines for 2006-2007

University-provided travel funding for 06/07 will be limited to *essential travel only*. Each academic unit has initially received \$0 in travel monies for academic travel and conference expenses; the deans will have to request travel funds based on justified need. In order to prioritize travel requests, the following criteria, to be applied to all academic units, were developed by the deans and approved by President's Cabinet for allocating faculty development travel funds in 2006-2007:

- Faculty who wish to apply for funding should demonstrate how the requested travel is essential and:
 - In the case of a non-tenured faculty member, how this impacts ability to meet promotion or new faculty development needs.
 - In the case of a tenured faculty member, how this impacts recruitment, prestige of the University, or the ability to meet promotion requirements.
- Only **presenters** at major conferences will be supported. The presentation should be a paper presentation, not poster presentation. (You will need to attach documentation of your presentation to the travel expense report to receive reimbursement.)
- Only one presenter per paper will be funded. Multiple attendees will not be supported unless they are presenting separate papers at the same conference.
- Reimbursement of actual expenses for food and hotel will be capped at the federal per diem rates (see www.gsa.gov). Receipts will be required to receive reimbursement up to the per diem amount.
- The maximum award will be no larger than \$1500 total per individual for the year.
- There will be no pre-paying from departmental or dean's budget lines. **All receipts for approved travel should be submitted for payment within 30 days of return to campus after the event in order to receive reimbursement.**
- Frequency of prior travel awards will be considered in prioritizing new funding.
- Presentations at conferences/meetings in Ohio are encouraged to promote faculty development but only conference fees will be paid by the university; travel, food, and lodging expenses will not be paid for travel within Ohio.

These are guidelines for prioritizing travel requests. The University is not likely to be able to fund all requests. The A&S Faculty Development committee will use these guidelines to make recommendations to the dean.

Applications for funds are due no later than **October 2, 2006** for all conference presentations anticipated during fiscal year 06/07. Only applications received by this date will be considered. **No substitutions** for conferences accepted for funding will be allowed.

Note: If you intend to apply to have a paper accepted to a major conference but the posting for submission has not yet been made, or you do not yet know if your paper has been accepted, you may request approval. However, if awarded, documentation of paper presentation must be received by the Dean for travel support to be conferred.

A&S Travel Funding Application

Name: _____

Department: _____

Conference/meeting title: _____

Conference/meeting location: _____

Paper presentation title: _____

(If available, attach documentation of the acceptance of your paper for presentation)

Level of conference: International Regional
 National Local

Attach an explanation of the professional importance of this request, including why this conference is essential and:

- For non-tenured faculty, explain how this impacts your ability to meet promotion or new faculty development needs;
- For tenured faculty, explain how this impacts recruitment, prestige of the University, or your ability to meet promotion requirements.

How many conferences did you attend/present at in 05/06 with university funds (not including external grant funds)? _____

How many conferences did you attend/present at in 04/05 with university funds (not including external grant funds)? _____

Provide a cost estimate for each of the following:
(mileage is currently reimbursed at \$0.445 per mile)

Transportation: _____
Lodging: _____
Registration: _____
Food: _____
Miscellaneous Tips: _____
Other (specify): _____
TOTAL: _____

Action taken: Approved
 Approved pending documentation of paper acceptance
 Denied

Dean

Date

Submit completed form, with attachments, to Liz Cook in 130 Renner (ecook@capital.edu) by **Oct. 2, 2006**