Academic Tr avel Policy

Full-time faculty may apply to their deans for travel funds in support of the following:

1) Con f erence at tendanceͶto a tt end conferences an d mee tings

i) which relate to a faculty ŵĞŵďĞƌ͛Ɛ teaching, research, or university service,

o r to the ĐŽůůĞŐĞ͛Ɛ curriculum AND

ii) at which faculty will deliver academic papers, present posters, or participate

in panels an d wor kshop s

2) To condu ct research leading to pu blicat ion

A ĚĞĂŶ͛Ɛ ability to offer financial support for academic travel is limited by the availability of

fu nd s and the nu mber o f faculty requ ests.

Eligib le travel expen ses may include conferen ce registration fees, tran sportation, lod gin g,

and meals.

Faculty ma y app ly f or t ravel supp ort f rom t heir d eans for u p t o two trips per year. Reque sts

b y tenu re -track faculty receive priority con sideration in order t o suppor t their research

p roductivity.

Faculty shou ld normally ap ply for f und in g at t he st art o f ea ch academic yea r for confe rences

that take place in both semesters and in the summer. Deans will then be able to distribute

t h e fun ding eq u it ab ly. However, app licat ions received du rin g t he acad emic year may also

b e considered if travel funding permits.

Gif ts mad e t o the colleges or sch ools for f aculty develo pmen t are d isbursed a t the

d iscre tion of th e dean , so th is policy d oes not apply to travel f unding stemmin g from these

gifts.

Un iversity guid elines f or t ravel ap ply (for example, t he maximum a mou nt reimbu r T 1ec(mr)(2I1)(s) T ET T 1 1

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