

Submit completed materials to:
CAS Dean's Office
411 Pray-Harrold



Application for Faculty Travel Program

Please print or type your responses

Name _____ Department _____

Conference/Workshop _____

Location _____ Dates _____

Total Estimated Expenses _____ Amount Requested _____

Will you be: *(check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Presenting a paper? | <input type="checkbox"/> Presenting a performance? |
| <input type="checkbox"/> Presenting a poster? | <input type="checkbox"/> Participating in a panel discussion? |

Please attach to this application:

1. A one-page response describing the general format and content of the conference/workshop as it relates to your discipline (maximum one page, 1.5 line spacing, and no smaller than 11-point font)
2. The abstract of your presentation
3. The "call for papers/performance" or your acceptance letter/notification

Signatures:

Applicant _____ Date: _____

Department Head _____ Date: _____

Remember: If you receive travel funding, you must submit a brief one-page written report to the Dean's Office on the conference/workshop you attended and do so within 30 days after your return.

Application Deadline: Last working day of EACH month ending on May 31, 2010

Guidelines for Faculty Travel Program Expenses and Reimbursements

The following expenses associated with the College Faculty Travel Program will be paid through the College of Arts & Sciences.

Hotel Room, and Taxes – For the duration of the conference/seminar/University-related program, hotel room and taxes will be paid. Housing costs incurred before or after the conferences, seminars, etc. will be paid for by the attendee. The attendee will also be responsible for all personal phone calls, faxing, copying, room service, laundry, baggage carriers, etc.

Meals – For the duration of the conference/seminar/University-related program, meals associated with attending said conference, seminar, etc. will be paid. Alcoholic beverage costs cannot be reimbursed. Groceries and incidental costs will also not be reimbursed.

Transportation – (plane, train, car, etc.) If a personal car is used, only mileage will be reimbursed at \$0.55 cents per mile. If a personal car is driven to a location that can be reached by plane, the staff member will receive the equivalent reimbursement of an airline ticket or car mileage, whichever is less. Toll expenses and taxi fares to and from the airport will be reimbursed upon submission of a receipt.

Attendees are required to follow the EMU Travel Policy.

Reimbursement by a completed Employee Reimbursement/Travel Form (with all necessary receipts and signatures) can be processed either (1) directly by the Dean's Office or (2) through the faculty member's departmental account, followed by reimbursement of the department by the Dean's Office. **ACCOUNTING is requiring that you process your reimbursement materials within 60 days of your travel so it is important to turn in your paperwork promptly.**

REMEMBER: If you receive travel funding, you also must submit a brief, 1-page report on the conference/workshop you attended within 30 days after your return. The report can be submitted electronically to wade.tornquist@emich.edu or sally.lucas@emich.edu or a written report delivered to the Dean's Office, 411 Pray-Harrod. Once we receive this report, the awarded funds can be processed. There are no exceptions.

If you have any questions before you travel, please contact the Dean's Office at 734-487-4344.

Policies for Faculty Travel Program

1. The Dean's Travel Award Funding for the 2009-2010 academic year will now be processed on a monthly basis. The deadline for applications will be the last working day of each month beginning Wednesday, September 30th and ending on Monday, May 31st. Submit the application to the CAS Dean's Office (411 Pray-Harrold) on or before the monthly deadline. The applications will be reviewed and notification will be given within 7-10 days. Any materials received after the last working day of a month will be held until the next month's end.
2. This travel funding is for those who are presenting scholarly activity (e.g., a research paper or presentation, professional performance, poster session, substantial participation in a panel or interactive discussion). Attendance only will NOT be considered for this award
3. Minimum faculty travel funding to one conference/workshop is \$200. All decisions are final.
4. Only tenure-track faculty are eligible for travel funding. Lecturers are not eligible.
5. A faculty member can be granted funding for travel only once during a fiscal year.
6. Two or three faculty members from the same or different departments may all receive funding, especially if the conference/workshop is explicitly interdisciplinary and the faculty members are working together as a team. The maximum funding for such a team is \$1,000, to be divided between the team members as they see fit. Application should be made jointly.
7. Funding will be given from this travel program for both domestic and international conferences outside the continental United States and Canada.
8. You must submit a brief, 1-page written report on the conference/workshop that you attended **within 30 days after your return**. Send your report electronically to wade.tornquist@emich.edu or sally.lucas@emich.edu or you can submit a written copy and forward it to the Dean's office, College of Arts & Sciences, 411 Pray-Harrold. Once we receive the report, we will process your travel voucher.