

# COLLEGE OF ARTS & SCIENCES

## 2009-2010 College Faculty Travel Program 411 Pray-Harrold 487-4344

To: Department Heads  
Directors

From: Wade Tornquist

Subject: Changes in the Dean's Faculty Travel Award Program

Date: September 16, 2009

During the 2009-2010 academic year the College of Arts & Sciences will continue to partially support travel for faculty members. Instead of three separate rounds of applications, we are now accepting applications on a monthly basis with the last working day as the deadline....for example, applications received by Wednesday, September 30<sup>th</sup> will be reviewed and awarded letters sent in early October. The last month applications will be processed for the academic year July1, 2009 through June 30, 2010 will be Monday, May 31<sup>st</sup>.

Enclosed are three documents: "Application for Faculty Travel Program," "College Faculty Travel Program 2009-2010 Policies," and "Guidelines for Travel Expenses and Reimbursements." The Dean's office will receive and review applications. (copies are also available on our web page under "faculty resources" at [www.emich.edu/cas/](http://www.emich.edu/cas/) ).

If you have any questions please feel free to contact me at [wade.tornquist@emich.edu](mailto:wade.tornquist@emich.edu) or Sally Lucas at ([sally.lucas@emich.edu](mailto:sally.lucas@emich.edu)) or by phone at 487-4344.

Enclosures