

Policies for CAS Faculty Travel Program

Application for the CAS Dean's Travel Awards are processed 6 times per year as follows:

- June 15th for travel dates between July 1st -August 30th
- August 1st for travel dates between September 1st -October 15th
- October 1st for travel dates between October 16th -December 15th
- December 1st for travel dates between December 16th-March 15th
- March 1st for travel dates between March 16th-June 30th
- June 15th for travel dates between July 1st-August 30th (Next Fiscal Year)

**** For international travel, please adhere to the university's travel policy. International travel must have pre-approval from the Provost 60 days prior to departure.**

Eligibility criteria:

- Must be a tenure-track faculty member.
- Must be presenting a paper or poster. May also be participating in a performance or panel discussion.
- Only one conference per faculty member per year is supported.
- No applications will be accepted or considered if the faculty member has already traveled. You may apply again for future travel in this case.
- CAS Dean's funding cannot be split between two separate trips. It is only to be used for the travel specified in your award letter.
- Funding Award amounts will be based on available budget in current fiscal year.

Reimbursements Using Travel Award Funds (Using Concur):

- All reimbursement requests will be processed using a Concur expense report.
- All necessary receipts must be attached, along with your Concur travel request.
- Your department head or secretary can provide assistance to completing the report.
- Karen Peacock (kpeacock1@emich.edu) can provide additional assistance with Concur.
- The College portion of your travel expenses should be allocated to the account numbers provided by the CAS Dean's Office in your letter.
- Please note: The CAS Dean award amount cannot be split between two separate trips. It is only to be used for the travel specified in your award letter.
- The Concur expense report must be submitted within 30 days after your return from the conference to avoid tax charges.