

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.