

Revised 2/14/2024

Please do not print – electronic submission only

**THIS FORM MUST BE SUBMITTED PRIOR TO THE EVENT TAKING PLACE
(3 WEEKS FOR DOMESTIC TRAVEL OR 4 WEEKS FOR INTERNATIONAL TRAVEL)**

(FACULTY MEMBERS ON SABBATICAL LEAVE, LEAVE OF ABSENCE, OR AFUNDED FELLOWSHIP ARE NOT ELIGIBLE)

Information

Faculty Member: _____	Department: _____
Event Start Date: _____	Event End Date: _____
Destination: _____	

Category (Check One)

<input type="checkbox"/>	<p><i>Presenting or Performing Scholarly/Creative Research</i> (Dean's Office Contribution: \$1500 Max International/\$1000 Max Domestic per individual per year): Support for expenses to <i>present</i> or <i>perform</i> scholarly or creative research at national or international venues. Faculty members may also use these funds to ship their artwork, when relevant. Please include a copy of the formal invitation to present or a link to the conference/presenting organization's website listing you as a presenter/artist. In your budget, please list amount of compensation you are receiving, if any.</p>
<input type="checkbox"/>	<p><i>Teaching at a National or International Conference or Workshop</i> (Dean's Office Contribution: \$1500 max international/ \$1000 max Domestic per individual per year; no support for in-state travel): Support for expenses for a teaching opportunity at national or international university/college residency, conference, or workshop. Please include a copy of the formal invitation/contract. In your budget, please list amount of compensation you are receiving, if any.</p>
<input type="checkbox"/>	<p><i>Service on national or international board</i> (Dean's Office Contribution: \$250 max; no support for in-state travel): Up to \$250 award per year to offset expenses to attend <i>board meetings</i> for a national or international Arts Board or professional organization to which an individual faculty member has been <i>elected/appointed</i> (funds cannot be used solely for membership attendance at meetings; the expenses must be related to service as an officer).</p>
<input type="checkbox"/>	<p><i>Targeted Faculty Development for pre-tenured faculty only</i> (Dean's Office Contribution: \$1500 max international/\$1000 max national): Support for pre-tenured faculty to attend professional development conferences, workshops, or other professional development opportunities only when the specific development activity will address a particular deficiency cited in a previous RPT review.</p>

Expense Estimates

Expense Type	Description	Amount
Airfare		
UofU Travel Fee (Required)		
Personal Mileage		
Conference Fee		
Lodging		
Car Rental		
Taxi, Bus, Shuttle, etc		
Parking		
International Insurance (If applicable)		
Shipping Artwork		
Other (Note: per diem will not be funded)		
Total Cost of Expenses		\$
Honorarium or other compensation from the organization you are visiting (please subtract any compensation from total cost of travel to get requested funding amount)		
TOTAL Amount of Funding Faculty Member is Requesting		\$
Department/School contribution (The College will provide a 2-to-1 match with this number)		\$
Total Amount being requested from the Dean's Office (Max \$1500 Intl / \$1000 Domestic)		\$

*Red Text above is to be filled out by the Department/School, not the Faculty Member



Notice About International Travel – Per [University Rule R3-030D](#), all international travel participants must: *Register* their University-related travel at least 3 weeks prior to departure date, *Enroll* in University-affiliated international and emergency evacuation insurance, and *Abide* by all active travel warnings and restrictions. Failure to do so will result in no reimbursement of travel related expenses and, in some cases, university disciplinary action.

Description/Purpose (to be completed by faculty member)

**Note that information you include in this form about your research opportunities may be shared with the CFA Marketing & Communications Team for publicity purposes.

Attach a copy of your formal invitation or provide a link to the conference/presenting organization's website listing you as a presenter/performer (to be completed by faculty member):

Link:

 **FACULTY MEMBER:
PLEASE SAVE THIS DOCUMENT AND EMAIL IT TO YOUR CHAIR/DIRECTOR**

Chair/Director Support Section

Additional Comments from Chair/Director:

Please include the dollar amount you are able to offer towards the proposal in the box below. The College will provide a 2-to-1 match for the Department/School contribution, up to the eligible dollar amount itemized in the budget above (example: \$500 for Department/School contribution would mean a \$1000 for College contribution).

\$

Department/School Contribution Amount: _____

 **CHAIR/DIRECTOR:
PLEASE SAVE THIS DOCUMENT WITH YOUR COMMENTS AND DOLLAR AMOUNT ABOVE
AND EMAIL IT TO LIENFAN.SHEN@UTAH.EDU FOR PROCESSING**

THIS SECTION FOR DEANS OFFICE USE:	
Total Funding for Faculty Member This Year	
Funding This Trip	
Notification Sent	