**Faculty Travel Fund**

**Career-Line & Visiting Faculty**

**(.50 FTE and above)**

*Revised 7/9/18*

***Please do not print – electronic submission only***

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| **Trip Information** | |
| Traveler’s Name: |  |
| E-mail Address: |  |
| Department: |  |
| Depart Date: |  |
| Return Date: |  |
| Destination: |  |
| **Presentation of Research**  The College of Fine Arts offers support for Career-line and Visiting faculty members to travel to present or perform scholarly or creative research at national or international venues ($1200 Max International/$1000 Max National per individual per year). Faculty members may also use these funds to ship their artwork, when relevant.  ***Please include a copy of the formal invitation to present/exhibit or a link to the conference/presenting organization’s website listing you as a presenter/artist. In your budget, please list amount of compensation, if any.*** | |

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| **Trip Expense Estimates** | | |
| *Expense Type* | *Description* | *Amount* | |
| Airfare |  |  | |
| Personal Mileage |  |  | |
| Conference Fee |  |  | |
| Lodging |  |  | |
| Car Rental |  |  | |
| Taxi, Bus, Shuttle, etc |  |  | |
| Parking |  |  | |
| [International Insurance](http://global.utah.edu/international-travel/employee-resources.php)  (If applicable) |  |  | |
| Shipping Artwork |  |  | |
| Other  (Note: per diem will not be funded) |  |  | |
| **Total Cost of Travel** | | $ | |
| Honorarium or other compensation from the organization you are visiting | |  | |
| **Total Amount Requested from Travel Fund** | | $ | |

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| **Description/Purpose of Travel (to be completed by faculty member):** |
| **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):** |
|  |
| **Faculty member:**  **Please save this document and email to your chair/director** |

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| **Chair/Director Recommended Level of Support:** | |
| Additional Comments from Chair/Director: | |
| Please include the dollar amount you are able to offer towards the proposal. 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 (e.g., $500 for Department/School contribution and $1000 for College contribution). | |
| Department/School Allocation: | $ |

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| **Chair/Director:**  **Please save this document with your comments and dollar amount and email to melonie.murray@utah.edu for processing.** |

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| **This Section for Deans Office Use:** | |
| Total Funding for Faculty Member This Year |  |
| Funding This Trip |  |
| Notification Sent |  |