

Please do not print – electronic submission only

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

Trip Information

Traveler's Name: _____	Department: _____
Depart Date: _____	Return Date: _____
Destination: _____	

Category of Travel (Check One)

<input type="checkbox"/>	<i>Presenting or Performing Scholarly/Creative Research</i> (Dean's Office Contribution: \$1200 Max International/\$1000 Max Domestic per individual per year): Support for travel 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, if any.
<input type="checkbox"/>	<i>Teaching at a National or International Conference or Workshop</i> (Dean's Office Contribution: \$1200 max international/ \$1000 max Domestic per individual per year; no support for in-state travel): Support for travel 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, if any.
<input type="checkbox"/>	<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 travel 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 travel must be related to service as an officer).
<input type="checkbox"/>	<i>Targeted Faculty Development for pre-tenured faculty only</i> (Dean's Office Contribution: \$1200 max international/\$1000 max national): Support for pre-tenured faculty to travel to 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.

Trip Expense Estimates

<i>Expense Type</i>	<i>Description</i>	<i>Amount</i>
Airfare		
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 Travel		\$
Honorarium or other compensation from the organization you are visiting		
Total Amount Requested from Dept/School & Dean's Office Travel Fund		\$

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.**

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: \$ _____

**CHAIR/DIRECTOR:
PLEASE SAVE THIS DOCUMENT WITH YOUR COMMENTS AND DOLLAR AMOUNT AND EMAIL TO
MELONIE.MURRAY@UTAH.EDU FOR PROCESSING.**

THIS SECTION FOR DEANS OFFICE USE:

Total Funding for Faculty Member This Year	
Funding This Trip	
Notification Sent	