

# FACULTY TRAVEL FUND

## TENURED/TENURE-LINE FACULTY

Revised 9/10/19

**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: \$1500 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. <b>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.</b>
<input type="checkbox"/>	<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 travel for a teaching opportunity at national or international university/college residency, conference, or workshop. <b>Please include a copy of the formal invitation/contract. In your budget, please list amount of compensation, if any.</b>
<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: \$1500 max international/\$1000 max national): Support for pre-tenured faculty to travel to professional development conferences, workshops, or other professional development opportunities <b>only when</b> the specific development activity will address a particular deficiency cited in a previous RPT review.

### Trip Expense Estimates

Expense Type	Description	Amount
Airfare		
UofU Travel Fee		
Personal Mileage		
Conference Fee		
Lodging		
Car Rental		
Taxi, Bus, Shuttle, etc		
Parking		
<a href="#">International Insurance</a> (If applicable)		
Shipping Artwork		
Other (Note: per diem will not be funded)		
<b>Total Cost of Travel</b>		\$
Honorarium or other compensation from the organization you are visiting (please subtract any compensation from total cost of travel to get requested funding amount)		
<b>Amount of Funding Faculty Member is Requesting for this Travel</b>		\$



**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 of Travel (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.

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**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**

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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 (e.g., \$500 for Department/School contribution and \$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 [MELONIE.MURRAY@UTAH.EDU](mailto:MELONIE.MURRAY@UTAH.EDU) FOR PROCESSING**

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