

FACULTY TRAVEL FUND

TENURED/TENURE-LINE FACULTY

Revised 6/13/19

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: \$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

Expense Type	Description	Amount
Airfare		
UofU Travel Fee		
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		\$



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.

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 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 ABOVE AND EMAIL IT 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	