

FACULTY TRAVEL FUND

TENURED/TENURE-LINE FACULTY

Revised 8/24/21

Please do not print – electronic submission only

THIS FORM MUST BE SUBMITTED PRIOR TO THE EVENT TAKING PLACE

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

Information

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

Category (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 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. |
| <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 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. |
| <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 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). |
| <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 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. |

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 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) | | |
| Amount of Funding Faculty Member is Requesting | | \$ |



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 (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 FOR PROCESSING**

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