**Faculty Travel Fund**

**Tenured/Tenure-Line Faculty**

*Revised 7/7/17*

***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)** | | | |
|  | *Presenting or Performing Scholarly/Creative Research* (Dean’s Office Contribution: $1200 Max International/$1000 Max Domestic per individual per year): Support for travel to *present* or *perform* scholarly or creative research at national or international venues. Faculty members may also use these funds to ship their artwork, when relevant. ***Please include a copy of the formal invitation to present or a link to the conference/presenting organization’s website listing you as a presenter/artist. In your budget, please list amount of compensation, if any.*** | | |
|  | *Teaching at a National or International Conference or Workshop (*Dean’s Office Contribution: *$*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.*** | | |
|  | *Service on national or international board* (Dean’s Office Contribution: $250 max; no support for in-state travel): Up to $250 award per year to offset travel expenses to attend *board meetings* for a national or international Arts Board or professional organization to which an individual faculty member has been *elected/appointed* (funds cannot be used solely for membership attendance at meetings; the travel must be related to service as an officer). | | |
|  | *Targeted Faculty Development for pre-tenured faculty only* (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 |  |  | |
| 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 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 Sarah.Projansky@utah.edu for processing** |

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