

FACULTY TRAVEL FUND

CAREER-LINE & VISITING FACULTY
(.50 FTE AND ABOVE)

Revised 2/14/2024

Please do not print – electronic submission only
THIS FORM MUST BE SUBMITTED PRIOR TO THE EVENT TAKING PLACE
(3 WEEKS FOR DOMESTIC TRAVEL OR 4 WEEKS FOR INTERNATIONAL TRAVEL)

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

Information

Faculty Member: _____
 E-mail Address: _____
 Department: _____
 Event Start Date: _____
 Event End Date: _____
 Destination: _____

Presentation of Research

The College of Fine Arts offers support for Career-line and Visiting faculty members to present or perform scholarly or creative research at national or international venues (\$1500 Max International/\$1000 Max National per individual per year). Faculty members may also use these funds to ship their artwork, when relevant.

Please include a copy of the formal invitation to present/exhibit 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.

Expense Estimates

<i>Expense Type</i>	<i>Description</i>	<i>Amount</i>
Airfare		
UofU Travel Fee (Required)		
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)		
TOTAL Amount of Funding Faculty Member is Requesting		\$
<i>*Department/School contribution (The College will provide a 2-to-1 match with this number)</i>		\$
<i>*Total Amount being requested from the Dean's Office (Max \$1500 Intl / \$1000 Domestic)</i>		\$

**Red Text above is to be filled out by the Department/School, not the Faculty Member*



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 LIENFAN.SHEN@UTAH.EDU FOR PROCESSING**

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