

# FACULTY TRAVEL FUND

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

Revised 9/15/2024

*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  
(If faculty leave occurs after the fund has been approved, the Dean's Office will revoke the approval of travel funds.)

## 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		
<a href="#">International Insurance</a> (If applicable)		
Shipping Artwork		
Other (Note: per diem will not be funded)		
<b>Total Cost of Expenses</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>TOTAL Amount of Funding Faculty Member is Requesting</b>		\$
<b>*Department/School contribution (The College will provide a 2-to-1 match with this number)</b>		\$
<b>*Total Amount being requested from the Dean's Office (Max \$1500 Intl / \$1000 Domestic)</b>		\$

***\*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](mailto:LIENFAN.SHEN@UTAH.EDU) FOR PROCESSING**

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