

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: _____   | 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. <b>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.</b> |
| <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. <b>Please include a copy of the formal invitation/contract. In your budget, please list amount of compensation you are receiving, if any.</b>  |
| <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 <b>only when</b> 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 (Required)  |             |        |
| Personal Mileage  |             |        |
| Conference Fee  |             |        |
| Lodging   |             |        |
| Car Rental  |             |        |
| Taxi, Bus, Shuttle, etc   |             |        |
| Parking   |             |        |
| <a href="#">International Insurance</a><br>(If applicable)  |             |        |
| Shipping Artwork  |             |        |
| Other<br>(Note: per diem will not be funded)  |             |        |
| <b>Total Cost of Expenses</b>   |             | \$     |
| Honorarium or other compensation from the organization you are visiting<br>(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 (example: \$500 for Department/School contribution would mean a \$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                          |  |