

# FACULTY TRAVEL FUND

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

Revised 7/9/18

*Please do not print – electronic submission only*

## Trip Information

Traveler's Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Department: \_\_\_\_\_

Depart Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Destination: \_\_\_\_\_

## Presentation of Research

The College of Fine Arts offers support for Career-line and Visiting faculty members to travel to present or perform scholarly or creative research at national or international venues (\$1200 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, if any.***

## Trip Expense Estimates

<i>Expense Type</i>	<i>Description</i>	<i>Amount</i>
Airfare		
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 Travel</b>		\$
Honorarium or other compensation from the organization you are visiting		
<b>Total Amount Requested from Travel Fund</b>		\$

**Description/Purpose of Travel (to be completed by faculty member):**

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**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):**

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**FACULTY MEMBER:  
PLEASE SAVE THIS DOCUMENT AND EMAIL TO YOUR CHAIR/DIRECTOR**

**Chair/Director Recommended Level of Support:**

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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  
MELONIE.MURRAY@UTAH.EDU FOR PROCESSING.**

**THIS SECTION FOR DEANS OFFICE USE:**

Total Funding for Faculty Member This Year	
Funding This Trip	
Notification Sent	