

FACULTY TRAVEL FUND

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

Revised 8/20/19

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 (\$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, if any.

Trip Expense Estimates

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



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 of Travel (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 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 ABOVE AND EMAIL IT 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	