

GUIDELINES FOR TRAVEL TO PROFESSIONAL MEETINGS

Continuing faculty members with appointments in contract categories I, II, or III[†] may apply for a grant to participate in a professional meeting or conference using the form below. Although not required, transportation should be arranged through the College's approved travel agent. The College reimburses hotel expenses, registration fees, and provides a per diem for meals of \$25 per day.

Category A Participation or official duties at a professional meeting or conference. The maximum grant in this category is \$1000.

Category B Participation or official duties at an additional professional meeting or conference. The maximum grant in this category is \$400, plus any remaining balance of up to \$600 from a Category A grant.

Continuing faculty members are eligible for a maximum award of \$1,400 per fiscal year from a combination of Category A and Category B grants. Categories A and B can be combined for applications to an international conference or professional meeting.

Category C Continuing faculty members seeking to attend an event but are not necessarily program participants or performing official duties. The maximum grant in this category is \$600. Category C grants cannot be combined with grants from other categories.

Grant applications should be submitted to the Dean of Faculty's office before the actual proposed date of travel. Travel advances of up to \$250 are available from the business office. Requests for reimbursement must be made using the form available on the dean of faculty's web site.

APPLICATION FOR TRAVEL TO A PROFESSIONAL MEETING OR CONFERENCE

Name _____	Category
Department/Program _____	A <input type="checkbox"/>
Meeting _____	B <input type="checkbox"/>
Location _____	C <input type="checkbox"/>
Dates _____	

Participation details (e.g., presentation of paper, accepting an award, chairing a panel, etc.)

Anticipated expenses	Travel	\$ _____
	Lodging	\$ _____
	Registration fees	\$ _____
	Meal per diem (\$25 per day)	\$ _____
	TOTAL	\$ _____

(Applicant's Signature)

(Chair/Director's Signature)

(Today's Date)

[†]If funds permit, other faculty members may receive one Category A or C grant for a professional meeting that takes place prior to March 1st.