

## GUIDELINES FOR TRAVEL TO PROFESSIONAL MEETINGS

Effective July 1, 2012 faculty in categories I, II and III have available to them for professional travel a maximum of \$2,000 per fiscal year. Distinctions between participation in, official duties at or attendance (the former categories A, B and C) will no longer be considered or required for funding requests. Within the maximum of \$2,000, faculty have discretion over the number of professional meetings and the type of participation.

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.

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.

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### APPLICATION FOR TRAVEL TO A PROFESSIONAL MEETING OR CONFERENCE

Name \_\_\_\_\_

Department/Program \_\_\_\_\_

Meeting \_\_\_\_\_

Location \_\_\_\_\_

Dates \_\_\_\_\_

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

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

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(Applicant's Signature)

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(Chair/Director's Signature)

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(Today's Date)

\*If funds permit, other faculty in visiting appointments may apply for funding up to \$1,000 for travel to be completed by June 1.