

GUIDELINES FOR TRAVEL TO PROFESSIONAL MEETINGS

The College encourages the attendance of its faculty at professional meetings by providing funds in support of travel, lodging, registration fees, and meals.

Faculty members in continuing appointments (categories I, II, and III) have funds available in support of professional meetings up to a maximum of **\$2,000** per fiscal/budget year. Within this maximum amount, faculty have discretion over the number of professional meetings and the type of participation.

If funds permit, other faculty members (category IV) may be granted funding for professional meeting travel that takes place prior to June 1, to a limit of **\$1,000**.

Although not required, transportation should be arranged through the College's approved travel agent, **Direct Travel**. Contact Richard Timmons at rtimmons@dt.com.

A travel advance up to \$250 may be arranged via the Accounts Payable Office. Email accountspayable@colby.edu.

Applications for travel grants should be submitted to the Office of the Provost in advance of your travel. Applications are available at the [Provost's web page](#). Requests for reimbursement MUST be made using the [Travel Expense Form](#), also available on the Provost's web page.

APPLICATION FOR TRAVEL TO A PROFESSIONAL MEETING OR CONFERENCE

Name: _____

Appointment Category: I II III IV

Department/Program: _____

Meeting Title: _____

Location: _____

Date(s): _____

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

Anticipated expenses	Travel	\$ _____
	Lodging	\$ _____
	Registration fees	\$ _____
	Meals	\$ _____
	TOTAL	\$ _____

(Applicant's Signature)

(Chair/Director's Signature)

(Today's Date)

FOR OFFICE USE ONLY

FISCAL YEAR: _____ AMOUNT SPENT IN FISCAL YEAR: \$ _____

AMOUNT APPROVED: \$ _____ APPROVED BY: _____ DATE: _____