

## **CENG New Supplemental Travel Funds Policy**

Effective immediately faculty supplemental travel funds administered through the Dean's Office in the College of Engineering will be distributed using the following access and use constraints and application process:

### Policy

Criteria and procedures for application and administration of CENG supplemental travel funds are subject to the following constraints:

- The funds may be used *only* for travel related to the faculty member's employment responsibilities, namely, research, teaching, or service.
- All funds will be allocated on the basis of the potential of the proposed travel to advance a faculty member's development, and on the faculty member's record of accomplishments.
- Only members of the tenure-track and tenured faculty, senior and principal lecturers may receive funding.
- *There is no entitlement to a minimum annual amount of travel funding for any faculty member*; the College will consider applications for funds up to a **maximum** of \$1000 **total** per faculty member **per year**.
- Preference will be given to requests which include matching from other sources.
- Travel expenses paid from this fund may not exceed the amount approved; furthermore, any excess between the amount approved and the amount expended will return to the supplemental travel award account for use by other faculty.
- **All university/state restrictions on travel apply.**

### Process

Faculty should use the attached form to submit travel requests in advance. The completed form should be given to the departmental Chair, who will collect all submissions for a month-long period, evaluate the requests, place them in prioritized order, and forward them to the Dean's office for review and consideration. No travel request will be supported without prior permission. AD Vaidyanathan will handle all requests for travel that are related to faculty responsibilities under the headings of Teaching and Service. AD John will handle all requests for travel under the heading of Research and Graduate Education. The ADs will approve or deny the requests, and will forward all requests to the Dean. After a review by the Dean the travelers will be informed.

**Travel Request Form**

Name of Faculty Member: \_\_\_\_\_

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

Period of Travel: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Amount Matched: \$ \_\_\_\_\_

Source of matching funds:

(The total amount of travel awards to an individual faculty member cannot exceed \$1000 per year; department chairs are welcome to supplement funding requests that exceed the maximum limit.)

Purpose of Travel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to faculty development under the heading of:

\_\_\_\_\_ Research, \_\_\_\_\_ Teaching, or \_\_\_\_\_ Service: (explanation) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach conference announcements, or other relevant information (if available).

Period of Request Submissions: FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

Priority of this request (\_\_\_\_) out of (\_\_\_\_) requests submitted for the period.

Approved:

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved:

Associate Dean: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Denied:

Reason(s): \_\_\_\_\_

\_\_\_\_\_