

Application for FACULTY Travel



Name: _____

School: Engineering Technology Information Security & Applied Computing
 Technology & Professional Services Management Visual & Built Environments

Conference/Workshop: _____

Location: _____ Dates: Depart: _____ Return: _____

Budget Summary: Airfare: _____ Mileage: _____
 Lodging: _____ Conference Registration: _____
 Meals: _____ Taxi/etc: _____

Amount Requested: _____

Please indicate your participation (check all that apply) Presenting a Paper*

Presenting a Poster* Participating in a Panel Discussion*

Program Development Other: _____
Please provide explanation

*Please attach the following to this application:

1. A one-page response describing the general format and content of the conference/workshop as it relates to your discipline.
2. The abstract of your presentation.
3. Your acceptance letter/notification.
4. If requesting international travel, please provide an explanation as to why travel to the international conference is preferred over a domestic conference.

Will you be missing classes? Yes No (If yes, complete information below)

Class (Subject & Course Number)	Days/Times/Location	Coverage - Who/How?

Signatures:

Applicant: _____ Date: _____

School Director: _____ Date: _____

Dean: _____ Date: _____

REMINDER: If travel funding is approved from the Dean's Office, you must submit a brief, one-page report on the conference/workshop you attended within 30 days after your return.

OFFICE USE ONLY: Approved for Funds: School: \$ _____ Dean: \$ _____

Guidelines for Faculty Travel

Purpose: This form is to be used by faculty of the College of Technology to request to be away from campus during the normal Fall and Winter term, Summer term when they have teaching or advising responsibilities, or at any time to request financial support to attend conferences, meetings, workshops, etc.

Financial support of faculty attendance at such events will be made on a case by case basis for each School.

Support from the **Dean's Office** is premised on assisting faculty in the College of Technology to present scholarly/creative activity (e.g., a research paper or presentation, poster presentation, substantial participation in a panel or interactive discussion). *Attendance alone may NOT be considered for Dean's Office support.*

International Requests: An "International Travel Request" must be submitted through **Concur Solutions** for approval **60 days prior to travel**. The current form can be found online at: <http://www.emich.edu/controller/payable/apforms.php>

Reimbursement Requirements: Reimbursement must be completed through **Concur Solutions** (with all necessary receipts and conference agenda) **within 30 days after your return**. Any reimbursement requests submitted after 60 may be subject to taxation.

For **Dean's Office** support, the **brief report** telling us how your participation in the conference enhanced your professional development and educational experience here at EMU can be emailed to Rebekah McDow (rmcdow@emich.edu) in the Dean's Office.

Dean's Travel Fund Limitations:

- Award amounts will vary in relation to proposal requests and the strength of their justifications. No advance funding is permitted.
- Faculty will be eligible for *only one award per academic year*; however priority will be given to faculty who are first-time applicants.