

## Guidelines for Funding of Faculty Travel Grants 2024-25 - [Application](#)

1. We hope to support all CAS tenure-line and with-term faculty for travel to one professional conference per year, up to \$2000.
2. Deadlines and timelines for applying are as follows:
  - Applications for expenses that are incurred June 1, 2024 through May 31, 2025 will open in April 2024.
  - For travel that occurs June 1, 2024 through November 30, 2024 the **priority deadline** to ensure full consideration is **May 1, 2024**; applications received after May 1 will be considered on a rolling basis until 50% of the available funds have been allocated.
  - For travel that occurs December 1, 2024 through May 31, 2025 faculty may apply at any time after applications open. The **priority deadline** to ensure full consideration is **October 1, 2024**. Applications received after October 1 will be considered on a rolling basis until all available funds have been allocated.
  - Second requests will be considered beginning January 1, 2025 if funds remain.
3. Selection criteria will give preference to conference participation in any of the following categories:
  - presenting a paper or a response to a presented paper
  - organizing or participating on a panel
  - organizing or chairing a session
  - performances or shows
  - serving the sponsoring organization in an official capacity.
4. Eligible expenses include: conference registration, travel expenses, and authorized per diem food and lodging. Please provide a breakdown with estimated costs for each.
5. A note to junior faculty: Spending from start-up funds does not require approval through this process. If you have start-up funds, you may still apply for travel grants but please provide an explanation for why you are requesting travel funds rather than utilizing start-up funds for your travel expenses.
6. As airfare costs rise, please book early and shop around. Once your trip has been approved, you may request reimbursement for your airfare and other payments already made (contact Margaret Salstrom, [msalstrom@lclark.edu](mailto:msalstrom@lclark.edu)). This process includes direct reimbursement for already-purchased tickets. Because the Business Office considers all travel advances to be loans, rather than reimbursements, you must submit receipts with your Expense Report upon your return.
7. All funded expenses must be settled with an Expense Report, which, according to Business Office policy, is to be submitted to the Dean's office ***within 60 days of your return from the conference***. Otherwise the reimbursement is treated as taxable income to you.
8. If you need funds to cover expenses incurred *while traveling*, the Business Office can issue a Travel Advance one month prior to your date of travel upon request (the rules have changed regarding reimbursements for funds already expended; they can now be reimbursed as soon as you've purchased a ticket, or paid for registration or a hotel deposit. This no longer requires using a Travel Advance). To assure that you will have a Travel Advance check ready at the Cashier's Office prior to departure, send an email reminder to Margaret Salstrom at least three weeks before you would like to pick up the check.