

Guidelines for Funding of Faculty Travel Grants 2022-23

1. We hope to support all CAS tenured/tenure track faculty and faculty-with-term for travel to one professional conference per year, in accordance with the priorities listed below (see #4a).
2. Deadlines for applying for travel funds occur twice during the year:
 - To ensure full consideration for travel between September 1, 2022 and May 31, 2023, faculty should plan to apply by **October 6**; applications received after October 6 will be considered until funding is exhausted.
 - Faculty requesting travel funds for summer 2022 (June 1 to September 1) may apply beginning April 19, 2022. Summer travel awards are considered as travel for the subsequent academic year (in this case, 2022-23).
3. A note to junior faculty: Spending from start-up funds does not require approval through this process. Present receipts or request advances to Margaret Salstrom (msalstrom@lclark.edu). 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.
4. Selection criteria for granting application requests are as follows:
 - a) Preference will be given to tenured/tenure-track faculty and faculty with term for participation in a conference 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, or serving the sponsoring organization in an official capacity.
 - b) First requests for conference registration, travel expenses, and authorized per diem food and lodging will be covered, if possible, up to \$1,500. We will entertain requests up to \$1750 when warranted (e.g., for international travel).
 - c) Second requests from tenure-line faculty will be considered only after first requests have been funded, and if travel funds remain. Because international conference travel is typically more expensive than domestic, we are unlikely to fund more than one international conference per year (even when participation falls under the criteria in 4a).
5. Visiting faculty and instructors may apply for up to \$750 for attending conferences. Funding may be full or partial, depending on the demand from the tenure-line faculty and faculty-with-term for first and second trips.
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). 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.

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