

## **FACULTY TRAVEL AND SUPPLEMENTAL TRAVEL FOR 2011-12**

Faculty Travel Reserve allocations for 2011-12 will be \$650 for full-time faculty with a possible total accumulated balance of \$1,300. Faculty employed less than 100% but more than 50% or entitled to the allowance on a pro-rata basis. Unless approved by the Dean's Office, these funds are not available in the first year of employment for temporary faculty. (Faculty Handbook 513)

Supplemental travel funds are awarded to faculty who "present" at a professional meeting or conference, and are in excess of your faculty travel reserve account. You must apply for supplemental travel funds through Arleen Orvis, Assistant to the Dean. Usually you will be expected to use your available faculty travel reserve funds as the first source of funding for presenting at a conference, unless you have a specific meeting that you attend at which you will not present. You should discuss this situation with Arleen when making application for supplemental travel funds.

Supplemental travel funding is not guaranteed; the budget is limited and will be used until it is exhausted. You are encouraged to email Arleen <orvisarl> to discuss your request for supplemental travel funds as soon as you have been invited to present a paper, serve on a panel, etc. at a professional meeting. Include details of the conference, presentation and estimated cost to attend in your email. In 2011-12 the allocation of supplemental travel funds (Faculty Handbook 513.4) will be based on the following guidelines:

For Instructors, Assistant and Associate Professor who are tenured or tenure-eligible:

1<sup>st</sup> domestic conference: \$850; 2<sup>nd</sup> domestic conference: \$700; 3<sup>rd</sup> domestic conference: \$500.

1<sup>st</sup> international conference: \$1,250; 2<sup>nd</sup> international conference: \$1,000.

For tenured full-professors:

1<sup>st</sup> domestic conference: \$850; 2<sup>nd</sup> domestic conference: \$600.

1<sup>st</sup> international conference: \$1,250; 2<sup>nd</sup> international conference: \$650.

For non-tenure-eligible faculty:

1<sup>st</sup> domestic conference: \$850; 2<sup>nd</sup> domestic conference: \$500.

1<sup>st</sup> international conference: \$1,000.