

Faculty Travel Award Policies and Procedures

[Apply for an award](#) before your trip

[Submit an expense claim](#) after your trip

Application Process

1. Faculty member submits application to the Office of Faculty Affairs and Professional Development, ADM 451. Must be at least one week prior to travel.
2. Faculty member receives notification of award from the Dean of Faculty Affairs, Office of Faculty Affairs and Professional Development.
3. Upon completion of your trip, faculty member will submit [travel expense claim](#). Must be within 6 months of travel date.
4. Verified travel expenses will be paid.

Applications may be submitted throughout the year *

Eligibility. All tenured and tenure-track faculty may apply. Applications are accepted throughout the year. There are no application deadlines; applications will be processed in the order which they are received and allocations made until funds earmarked for this purpose are exhausted. (One half of the yearly budget will be allocated from January through June, the second half from July through December.) Without exception, only future travel will be considered. Advance purchased coach fare at the state contract rate or most economically advanced purchase price is the maximum allowed. Faculty are encouraged to procure air tickets as far in advance of the date of travel as is reasonable to obtain low cost fares.

Support will only be granted to tenured and tenure-track faculty to participate in a maximum of ONE conference or meeting of a scholarly society per year (July 1 - June 30), subject to availability of funds. If approved, the award amount will equal the airfare cost from the San Francisco Bay Area to the city/state/country in which the conference is being held and the return to San Francisco. No more than \$600/trip will be awarded.

* Your approved application must be submitted to the Office of Faculty Affairs at least one week prior to travel.

Travel expense claim forms must be completed and turned in to the Office of Faculty Affairs for reimbursement within six months from date of travel.

Criteria for Travel Support. Travel support will be granted to make possible personal refereed presentations of results of original research and creative activity at conferences and meetings of recognized scholarly societies. Support will be awarded for oral and poster presentations only. Faculty members jointly presenting the results of their original research and creative activities may divide the roundtrip airfare cost for one person (e.g. \$600/2 faculty members = \$300/faculty member). Since the purpose of the travel fund is to facilitate the presentation of faculty's creative accomplishments and scholarly research, the chairing of sessions, panels and symposia, or participation as a discussant will not be supported. Applications will only be accepted that provide written confirmation of the acceptance of a peer reviewed/juried presentation by the sponsoring organization of the applicant's participation.

Limitations of Support. Support will be given for an advance purchase fare, state contract rate, or actual cost of the ticket, whichever is less. Reimbursement will be approved for the cost of the actual airfare ticket only. If the actual ticket amount is less than the amount approved on the application, the difference cannot be used to support extended travel, local ground transportation, incidental travel expenses, per diem, or conference registration fees. If the conference is held in a location not accessible by direct air flight, requests will be considered for ground transportation from the point of disembarkation to the conference site, provided the request is made at the time of application, and not after the trip has been taken.

Reimbursement for airfare will not be approved in those instances where the applicant has used Frequent Flyer mileage.