Travel Fund Guidelines:

1. Funds are available to tenure-line and full-time contract faculty.
2. Priority will be given for presenters attending national/international conferences of scholarly and creative work.
3. Development proposals (e.g. engagement in workshops related to external funding, involvement in teaching workshops leading to refereed presentations/publications, and active involvement in programmatic accreditation) will also be considered. Support for development proposals will be reviewed on a case-by-case basis on the scope and contributions to the college’s strategic goals.
4. Domestic travel will receive priority over international travel.
5. For consideration of the Dean’s Office Travel Fund, applicants are required to document total estimated travel needs and indicate additional internal financial support commitment (e.g. indirect cost recovery funds, faculty RIA, foundation funds, submit funds, ASPIRE grants) including chairperson support or other contributions in the budget section.
6. International travel to countries that appear on the US Department of State travel warnings will not be funded. For a complete list visit: https://travel.state.gov/content/passports/en/alertswarnings.html.
7. All travel awards must comply with the BSU Travel regulations and Procedures Manual.
8. An electronic report should be submitted to Dr. Jay Kandiah no later than 60 days after travel and should describe the publications(s), grant proposals(s), or other professional involvements. Failure to submit a final report will jeopardize future travel funding.

Application and Review Process:

1. Proposals must be signed by the chair and submitted electronically via e-mail to laclark2@bsu.edu or via campus mail to: Lynn Clark - CoH Dean’s Office AT101.
2. Applications must include the attached cover sheet, supporting materials (e.g. letter of acceptance/invitation, program agenda, refereed abstract or submitted proposal presentation).
3. Information on the cover sheet must include the purpose of the travel, significance and/or contributions of the travel to the faculty’s professional development.
4. Proposal will be reviewed by Dr. Kandiah. A committee comprised of a representative from each department/school will be involved in providing feedback as to CoH Dean’s Office Supplemental Travel Fund policies and procedures.

Application Dates:

For travel between September 1, 2016 and November 30, 2016: Application is due by 5:00pm Monday Oct 3, 2016

For travel between December 1, 2016 and March 1, 2017: Application is due by 5:00pm Monday Jan 16, 2017

For travel between March 2, 2017 and July 31, 2017: Application is due by 5:00pm Monday April 3, 2017

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COLLEGE OF HEALTH (CoH) DEAN’S OFFICE SUPPLEMENTAL TRAVEL FUND APPLICATION COVER SHEET

(Must be included with application materials)

Name, Rank, and Department/School

Destination (include place, event, and date)

Using non-technical language, provide information about the purpose of the travel and the significance and/or contribution of this travel to your professional development. Attach all supplemental materials.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Actual Budget</th>
<th>(Department/School/ Other)*</th>
<th>Non-University Contributions</th>
<th>CoH Travel Fund Amount Requested</th>
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* Indicate funding source per the university travel regulations and procedures.

_________________________________________________________

Faculty Signature

_________________________________________________________

Department Chair Signature

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