President’s Travel Fund Specifications

- Proposals are required to document total travel needs and additional internal financial support including departmental, college, or other contributions. These funds should be detailed in the budget section of the cover sheet and included in the BSU column on the budget form.

- Funds are available only to those holding the rank of associate or full professor. Priority will be given to travel for which contributions from applicant’s college and department is equal to the amount requested from the fund. Priority will also be given to juried and/or reviewed presentations, or research opportunities with organizations or institutions, which directly align with the applicant’s previous or on-going research.

- Domestic Travel will receive priority over International Travel. International Travel to countries that appear on the U.S. Department of State travel warnings will not be funded. See: [http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html). Awards for international travel will be limited and will not exceed $2500 per applicant per year.

- All travel awards must comply with the BSU Travel Regulations and Procedures Manual. Funding is transferred directly to a travel account within the department, not to the recipient. Please note that cash advances cannot be provided.

Application Process & Materials

Proposals are to be submitted electronically via email to Jackie Buckrop at JBuckrop@bsu.edu. Late and incomplete applications will not be accepted. Please see below for deadlines.

Applications must include:

- The attached cover sheet.
- A Letter of acceptance/invitation to conference/performance venue, or program agenda identifying your presence is required. You may apply prior to receiving a letter of acceptance, but funding will be contingent upon proof of acceptance.
- A one page abstract of accepted or submitted presentation or performance and a statement of how this opportunity will impact professional development and align with past and on-going research and publications is required. Failure to include will jeopardize funding.
- A complete and accurate budget table in the required format.
- Signature of Chair/Director and Dean.

Proposals are subject to the review and approval of the President, Provost, and designated faculty committee.

Final Report

A Final Report is required no later than 60 days after travel and should describe the publication(s), grant proposals, or other professional works resulting from the funded travel. Failure to submit a report jeopardizes subsequent funding.

Submit completed application to JBuckrop@bsu.edu.

For travel between August 15, 2014 and May 4, 2015: Application is due by 5:00 p.m. Sept 29, 2014.*

For travel between Nov 1, 2014 and May 4, 2015: Application is due by 5:00 p.m. Jan. 12, 2015.*

For travel between Feb 23, 2015 and June 30, 2015: Application is due by 5:00 p.m. April 3, 2015.*

*Dean’s Offices may have earlier deadlines. Information on July-Aug 2015 will be announced in the spring.
PRESIDENT’S TRAVEL FUND APPLICATION COVER SHEET

(Must be included with application materials)

Name, Rank, and Dept.

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.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Actual Budget</th>
<th>BSU Contributions (Dept., College, Other)</th>
<th>Non-university Contributions</th>
<th>Presidential Travel Fund Amount Requested</th>
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<tbody>
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<td>Airfare</td>
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Department Chair Signature

Dean Signature