

**FACULTY SENATE**

**FACULTY TRAVEL FUNDING APPLICATION**

**IMPORTANT:** This funding request must be received at least 14 calendar days minimum ***before*** your beginning travel date. *{****Note*** *– Money may not be disbursed in time to take advantage of early-registration pricing. Senate is not responsible for delays in the remaining travel approval process and applicant may need to pay out-of-pocket initially. Senate is in no way authorized to approve the applicant for full or partial reimbursement, only this supplement based on prior approval to attend conference.}*

Face-to-face **OR** virtual travel funding

* + Maximum domestic travel funding: $500.00
	+ Maximum international travel funding: $1,000.00

**To avoid rejection or delay, please follow this funding request procedure carefully:**

**Step 1:** Submit this travel funding request (page 2 of this form) at least 14 calendar days ***before*** your beginning travel date directly to **Mrs. Wanda Jacobs** (JTS 221, wjacobs@gram.edu) who will then forward it to the Executive Committee. Your request must include evidence of your participation in a ***refereed***\* professional conference, convention or similar professional organizational meeting. As evidence of participation, ***all*** of the following items are ***required*** with this application:

1. Faculty Travel Funding Request Application (this form)
2. Letter or email of acceptance that includes date and location
3. Abstract of presentation
4. Conference program listing your accepted work/presentation
5. Draft copy of the “Request for Authorization to Travel” form that includes a budget for registration, transportation, lodging and/or meals

***\*Please note****, funding will not be granted for presentations at ad hoc, impromptu meetings or for generic international “academic conferences” that accept virtually any paper regardless of topic. Pseudo-academic conferences (“junkets”) meant to fill venues at tourist destinations will not be approved. Application is reviewed, however, based on scholarship of presentation and* ***not*** *the location of the conference.*

**Step 2:** Once submitted, the Executive Committee will review your request and vote on its approval; a simple majority vote is required for approval. The committee will notify you of the application’s approval or rejection via email ***within one (1) calendar week*** of your submission. (If your application is rejected, the committee will indicate why.)

**Step 3:** After approval, finalize your “Request for Authorization to Travel” form; the Faculty Senate’s budget account number is 404230. You must also obtain all of the required signatures on that form, including the Faculty Senate President’s.

**Step 4.** Finally, in order for travel funds to be disbursed, you must submit the “Request for Authorization to Travel,” ***with all required signatures***, to the Travel Office.

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| **GRAMBLING STATE UNIVERSITYFaculty Travel Funding Request Application** |  |

**Applicant Information:**

|  |  |
| --- | --- |
| Applicant’s Name: | Department / Unit: |
| Academic Rank: | G Number: |
| Check One: Tenured ☐ Untenured ☐ | GSU Email: |

**Travel Information:**

|  |
| --- |
| Reason for Travel (include type of presentation, if applicable): |
| Title of Presentation (if applicable): |
| Departure City: | Destination City: |
| Dates of Travel: | Dates of Meeting:  |
| Name of Meeting: | Place of Meeting:  |
| Sponsoring Organization: | Organization / Meeting Website:   |

**Total Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
(Include budget information on “Request for Authorization to Travel” form.)

**Applicant’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by** **Faculty Senate Executive Committee:**

**Faculty Senate**

**President’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_