FACULTY SENATE

FACULTY TRAVEL FUNDING APPLICATION

IMPORTANT: This funding request must be received at least 14 calendar days <u>minimum</u> **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
>   o   Maximum domestic travel funding: $500.00
>   o   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, <u>**all**</u> of the following items are <u>***required***</u> with this application:

a. Faculty Travel Funding Request Application (this form)
b. Letter or email of acceptance that includes date and location
c. Abstract of presentation
d. Conference program listing your accepted work/presentation
e. 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 <u>location</u> 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.

GRAMBLING STATE UNIVERSITY
Faculty 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: _____