

CAS SCHOLARS' TRAVEL FUND GUIDELINES

The purpose of the Scholars' Travel Fund (STF) is to provide faculty members with supplemental travel funds to support presentation of their research, scholarship, or creative activity, to serve as chairpersons, to participate as panelists, or to contribute in other appropriate manners at scholarly meetings.

ADMINISTRATION OF STF

The STF is administered by individual schools/colleges and is funded by the Office of the Vice Chancellor for Research and Engagement. The awards may be used for expenses such as airfare, mileage, registration fees, taxis, trains, buses, subways, toll road charges, parking charges, meals, and lodging. Payment of association dues is not an allowable expense from the Scholars' Travel Fund.

The faculty member is responsible for ensuring that all University policies governing travel reimbursement are followed. This includes following the usual procedures for the submission of travel, registration, pay authorization, and reimbursement forms to the Business Office and any necessary follow up.

ELIGIBILITY

Scholars' Travel Fund awards are limited to full-time tenured or tenure-track faculty members at the rank of professor, associate professor, and assistant professor. Awards are limited to \$750 per trip and require a match of \$375. The match may be supplied by the applicant's department, external grants, or other appropriate sources. Matching funds may be distributed across multiple sources. The individual with authority to commit funds for the match must sign the form and initial the match. Retroactive funding will not be considered.

To ensure a fair distribution of resources, faculty members may receive up to \$750 per fiscal year (July 1 through June 30). Awards generally will be provided to only one presenter of the same paper/poster. However, if the presentation requires several faculty members (i.e., members of an ensemble) all participants may request support.

Requests should be for travel in the US, Canada, and Mexico. Faculty seeking support for travel to other countries are referred to the International Travel Fund administered by the International Programs Center (<https://international.uncg.edu/>). All travel outside of the United States, Canada and Mexico will be considered international travel.

APPLICATION

Applications will be reviewed as they are received. A complete application should consist of the application form and relevant attachments. The application form should be submitted a minimum of two weeks before the first day of the conference. Faculty members are encouraged to submit applications as far in advance as practical.

No copies are needed. Funding decisions will be communicated to the applicant within one week of the submission date. If the funding decision has not been communicated within one

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week of submission date, follow up with Chad Fogleman at jcfogleman@uncg.edu to confirm receipt of the application.

DIRECTIONS FOR COMPLETION OF THE APPLICATION FORM

A. APPLICANT INFORMATION

Enter the applicant's name, email address and a telephone number where the applicant may be contacted for additional information or clarification.

Indicate the applicant's rank and their department or center. In the case of a joint appointment, enter only the name of the department that will be making a matching contribution for the trip and will be processing the travel reimbursement form.

B. CONFERENCE INFORMATION

Enter the name of the conference and the sponsoring organization.

Enter the official dates of the conference. The "official" dates of the conference are the actual dates the conference will be in session, NOT the dates of travel.

Enter the location of the conference.

Mark the appropriate reason for the travel and attach required documentation to the application.

If presenting research, scholarship, or creative activity, indicate the title and attach an abstract of the presentation and official notice of acceptance. This can be in the form of an official acceptance letter, email, or program schedule. The applicant's name must be listed in this information.

If serving as chairperson or a panelist, attach a description of the committee or panel including the applicant's responsibilities and an official invitation or documentation of participation. This can be in the form of an official acceptance letter, email or program schedule. The applicant's name must be listed in this information.

If the travel fits the Other category, attach a description of the activity including the applicant's responsibilities and official documentation of applicant's participation.

C. FINANCIAL SUPPORT

Indicate the total estimated cost of the trip, including registration, travel, per diem and lodging.

Enter the amount requested from CAS STF fund, up to \$750.

Indicate the source of the matching contribution(s). This must total at least \$375. Each matching contribution should be initialed by the individual with authority to commit funds for the match. (Dept head initials are not needed if the dept head signs the form.) If external grants provide matching contributions, the Principal Investigator must initial the application. If support will come from the sponsor of the conference or other sources, briefly describe and indicate the amount. If a signature is not obtainable, attach documentation describing the support. If personal funds will

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be used as match, please enter "personal funds" in "Other" line, enter "applicant" as the authorizing official, and provide your initials.

D. EXENDITURE REIMBURSEMENT

Once the conference has been attended, submit a completed TRV-1 travel reimbursement form with original expense documents attached for support. The form submitted should have all the necessary signatures and Banner fund numbers for the matching contribution prior to submission. The CAS Office of Research will complete the final Banner fund information and signature for the \$750 of Scholars' Travel monies. Duplicate forms are not required to be submitted to the CAS Office of Research. All supporting documentation required for expenditures must be included with the TRV-1. A complete set of instructions for completing the TRV-1 are included at the bottom of that form.

It is the policy of the CAS Office of Research not to allow travel advances. In the event a travel advance, such as the purchase of airline tickets, is incurred, it is the responsibility of the traveler or their department to cover such costs.

All requests for reimbursement must occur within 30 days of the expense being incurred.

E. SUBMITTING MATERIALS

Completed applications and reimbursement requests should be sent to the CAS Office of Research in 100 Foust or emailed to Chad Fogleman at jcfogleman@uncg.edu.

CAS STF applications should NOT be sent to Barbara Hemphill or to the Office of Research and Engagement.