

## TRAVEL GRANTS

This program provides grants to assist full-time faculty with travel expenses while making professional presentations on behalf of and in the name of Southeastern Louisiana University. Travel funds are awarded to present research papers at professional conferences, conduct concerts, perform in recitals, perform in operas and theater, supervise recordings of their own works for recording sessions, present their own works of art at exhibitions, or in other way present creative or scholarly efforts. A specific presentation may be funded only once. All full-time University faculty members holding academic rank, excluding those currently holding administrative appointments above the level of department head, are eligible to apply. Travel grants are awarded quarterly and support is currently limited to \$1,200.00 per faculty member per fiscal year.

### Summary of Policies:

1. Applications for each quarter **must** be submitted to the Center for Faculty Excellence by the deadlines that have been established (see the application form). **No late applications will be accepted.** Please note, individuals receiving acceptance letters well in advance of the established deadlines for submission to the committee will be allowed to submit applications in an earlier quarter than the quarter that the travel will occur.
2. All travel is restricted to the cost of lodging for four nights, round-trip travel, and regular registration fees. Late registration fees or on-site fees that exceed the regular registration fee will not be paid. Travel grants do NOT cover meals.
3. The Travel Application form must be submitted by the appropriate deadline (see application form) and **should be accompanied** by a copy of your **registration** form or some form of documentation with all conference fees listed and written confirmation that the paper has been **accepted for presentation** or that the creative activity is involved in a scheduled event of a professional caliber. If the required documentation has not been received by the travel deadline, you **must** submit the application with a memo indicating the reason for the missing documentation. **No late applications will be considered!**

Travel grants will receive one of three ratings: APPROVED, CONDITIONAL APPROVAL, OR DENIED.

APPROVED	CONDITIONAL APPROVAL	DENIED
Grant awarded	Grant is missing required documentation (acceptance letter and/or registration information). Upon receipt of missing document(s), the faculty member may resubmit the application to the Center for immediate approval.	Grant is denied and may NOT be resubmitted

4. Applicant must be the presenter of the paper or a participant in the creative activity. If the paper has multiple authors, applicant must provide documentation that he or she is the presenter. Only one individual is funded to present a co-authored paper.
5. Limited travel funds (i.e., up to \$600 per faculty per fiscal year) may be awarded for Chairing a session at a national or international professional conference if the Session Chair responsibilities include contributing and /or stimulating discussion, delivering a scholarly presentation, or reviewing submissions. Documentation of these responsibilities must be submitted.
6. An **electronic Travel Authorization must be submitted** through proper channels prior to travel. All international travel must first be approved through the Office of Administration and Finance, Admin. Bldg. #154.
7. Expense accounts should reflect all expenses incurred and must be submitted **no more than 30 days after travel**. Grants not spent within 30 days of travel will be forfeited. Travel Grant Award letters must be attached to your expense account. Fourth quarter expense accounts must be submitted by June 30. You will need to provide a detailed itinerary and the back copy of your flight booklet indicating that it is a “passenger receipt” or a copy of your electronic travel voucher.
8. If an honorarium is paid to the presenter or participant, the recipient must disclose the amount and purpose(s) of the honorarium when applying for a travel grant.
9. Fourth quarter travel may receive reduced funding if requests exceed Travel budget.

**CENTER FOR FACULTY EXCELLENCE**  
**Travel Application for Presentation at Professional Meetings**

**THIS PAGE MUST BE TYPED**

**ALL REQUESTS MUST BE IN U.S. DOLLARS**

Applicant Title (Dr., Mr., Mrs., Ms.) & <u>Name</u>	Applicant Signature	“W” #
Department	Faculty Box	Phone #
I certify that applicant is a <u>full-time</u> faculty in this department.	Department Head Signature	Date
Occasion or Title of Meeting		Dates of Travel
Location (city,state,country)		
Title of Paper or Project		
<b>Quarter in Which Presentation will Occur</b>	<b>Deadline for Submission</b>	
July-August-September	June 1	
October-November-December	September 1	
January-February-March	December 1	
April-May-June	March 1	
<b>AIR TRAVEL – Flight reservations must be made through the current state contract vendor.</b>		
Cost of airfare (State rate or less) Include baggage fee for ONE checked bag, if applicable.	(a)	
Round trip to airport at 52¢ per mile - \$52.00 maximum	(b)	
<b>TOTAL AIR TRAVEL COST (a+b)</b>		(c)
<b>OR</b>		
<b>GROUND TRAVEL – If traveling by auto, reimbursement will not exceed the state contract amount for airfare.</b>		
Round trip mileage at 52¢ per mile	(d)	
<b>TOTAL TRAVEL COST (enter c or d)</b>		(e)
<b>LODGING</b>		
Lodging cost per night including tax (see state guidelines)	(f)	
Number of nights (maximum of 4)	(g)	
<b>Total lodging cost (g x f)</b>		(h)
<b>REGISTRATION</b>		(i)
<b>TOTAL TRAVEL MONIES REQUESTED</b> Please give actual total even if over the allowed amount.		(J)

**NOTE:** The applicant is responsible for accuracy regarding amounts requested. Incorrect sums resulting in an underestimate of costs will not be increased by the committee. Applicant will not be reimbursed more than the amount applied for in any one category. Travel expenses are paid as per State guidelines. It is the responsibility of the individual faculty member to follow these guidelines. All travel information, including limits on lodging, can be found at: <http://www.selu.edu/admin/controller/facultystaff/travel/index.html>