

Guidelines for the Travel Fund Fiscal Year 2023-2024

Section 18.12.2 of the CBA

The University will establish a pool of \$100,000 per fiscal year to support travel by tenured and tenure-track for the purpose of presenting scholarship or creative activity. Funds will be distributed by the Office of the Provost following an application process.

- 1) Funds are to be used for travel taking place to present scholarship/creative activity during the fiscal year.
- 2) Funds must be used for presenting research or creative activities at an academic conference relevant to your discipline.
- 3) Applications will be evaluated by a committee that includes one tenured or tenure track faculty member from each college.
- 4) The committee will evaluate the applications and provide recommendations to the provost, including the strengths and weaknesses of each application. The provost will make the final decision.
- 5) Applications are due, via email, to the provost's office by 5:00 p.m. on October 31, 2023. Late applications will be accepted if funds are still available. Preference will be given to those applications received by October 31, 2023.
- 6) Faculty are expected to use their \$1,200 of faculty development funds and any other available funding for this travel, prior to using the travel pool.
- 7) The budget should breakout the funding sources being used (including the \$1,200 of faculty development money), as well as the expenses associated with the trip.
- 8) Funds are approved for the trip and fiscal year in which they are applied for. If the trip is canceled for any reason, faculty must reapply for travel funds.
- 9) Travel funds may not be carried over to a different fiscal year.
- 10) All funds must be used in accordance with the CBA and University policy.
- 11) All travel is to be in accordance with CWU travel policies, <https://www.cwu.edu/financial-affairs/travel-procedures-and-policies>

For additional information or questions, please reach out to the Office of the Provost at (509) 963-1400 or provost.office@cwu.edu.

**Application for Academic Year 2023-2024
Tenured and Tenure-Track Travel Funds
for
Presenting Scholarship or Creative Activity**

CBA Article 18.12.2

The University will establish a pool of \$100,000 per academic year to support travel by tenured and tenure-track for the purpose of presenting scholarship or creative activity. Funds will be distributed by the Office of the Provost following an application process.

Review of applications will begin after October 31, 2023 and will continue throughout the academic year, as long as there are funds available.

Submit the completed, signed, application and any supporting documentation to the Office of the Provost via email: provost.office@cwu.edu.

Name: _____

Department: _____ College: _____

Destination: _____

Dates of Travel: _____

Details of Presentation (include what, where, when, and how):

Budget and amount requested (including other funding sources):

All travel must be in compliance with University policies. Information regarding travel can be found at: <https://www.cwu.edu/financial-affairs/travel-procedures-and-policies>

Faculty Signature

Date

Department Chair Support

Date

College Dean Support

Date

Faculty Relations

Date Received

Date Reviewed

Committee Recommendation

Supported Amount

Date

Provost Approval

Date

Amount Approved: _____

Additional Notes: