

Tenure Track Faculty
CBA Travel Fund Request Form
2025-2026

CBA Article 18.16.2

*Effective September 1, 2025, the University pool to support travel for the purpose of presenting scholarship or creative activity will be funded in the amount of \$25,000 per fiscal year and limited to use by **tenure-track faculty**. Funds will be distributed by the Office of the Provost following an application process.*

Applications due in Faculty Relations by October 31, 2025.

Submit the completed, signed, application and any supporting documentation Charlene Andrews, Faculty Relations, via email: charlene.andrews@cwu.edu.

Name (printed): _____ Mandatory Tenure Year: _____

Department: _____ College: _____

Destination: _____

Conference/Event: _____

Dates of Travel: _____

Amount being requested: _____

Details of presentation (include what, where, when, and how). How does this travel result in a Category A or B presentation?

Itemization of amount requested, including all other funding sources. (i.e., conference registration, air fare, shuttle, meals, mileage, etc.):

All travel must be in compliance with University policies. Information regarding travel can be found at: [CWU Travel Desk](#).

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:

Guidelines for the Travel Fund Fiscal Year 2025-26

Section 18.16.2 of the CBA

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- 1) Funds are to be used for travel taking place during the current fiscal year (July 1 – June 30).
- 2) Funds must be used to present Category A or B scholarship/creative activity, related to your discipline, 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 October 31, 2025. Applications will be accepted after October 31, 2025 if funds are still available. Preference will be given to those applications received by October 31, 2025.
- 6) The itemization/budget should include all funding sources being used (including faculty development funds), as well as the expenses associated with the trip.
- 7) 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 notify Faculty Relations, so the funds can be reallocated to another applicant. Faculty are welcome to reapply for a different trip, if the original trip is cancelled.
- 8) Travel funds may not be carried over to a different fiscal year.
- 9) All funds must be used in accordance with the CBA and University policy.
- 10) 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 Charlene Andrews, Faculty Relations, at (509) 963-1271 or charlene.andrews@cwu.edu.