

CCE Travel Funds Procedure

Faculty and graduate student requests for travel money to participate in conferences on Community and Civic Engagement should be mailed to Dr. Giovanna Summerfield, Director of the Arts and Faculty Initiatives, 302 Tichenor Hall. The Director, together with the CCE Travel and Grant Committee, will review the applications.

Please submit requests no less than two weeks for domestic conferences (and no less than four weeks for international conferences) BEFORE the proposed travel starts. Faculty members or students who travel before receiving approval from the CCE **will do so at their own financial risk.**

Amounts awarded will vary according to budgetary feasibilities but will not exceed **\$400 for domestic travel and \$600 for international travel.** Students who receive travel stipends will be required to file a short trip report explaining the professional/academic benefits of attending the conference.

Submit:

1. A brief statement of the purpose of the request, the amount of money requested, and the amount of money applied for and/or received from the applicant's department or external funding.
2. A letter of acceptance or confirmation from the conference director or session chair.
3. A brief abstract of the paper to be presented,
4. Estimated budget, with airfare or other transportation expenses, lodging, registration fee, per diem (according to the in-state and out-of state amounts, as per university guidelines). Please use the official university form for travel reimbursements.
5. AFTER your conference travel is completed, faculty and students should submit documentation of expenses (official receipts for items in # 4) to Dr. Summerfield, within three weeks. Documentation should include a copy of the conference program, with the page listing the recipient's presentation (title and date).

No one will receive more than **ONE** reimbursement per academic year. Faculty members and students will be notified, in writing, by Dr. Summerfield, about the action taken on their travel fund requests.