

Guidelines for Allocation of Departmental Travel Funds
September 26, 1996, April 7, 1997, September 15, 1997
(Adopted September 28, 1998)
(With award amounts approved on 5 September 2003)

Category 1 \$300.00 for Superfund-eligible travel; \$500.00 for regional & state travel.

Top priority is assigned to faculty members for presentation of research papers at meetings of professional organizations or symposiums in the contiguous forty-eight states. Priority is also assigned to travel of the Department Chair to one such meeting per year as an official representative of the Department. Travel in this category outside of the contiguous forty-eight states will be handled on an *ad hoc* basis by the Departmental Affairs Committee (DAC). See Superfund amounts on the College of Arts & Sciences website.

Category 2 \$400.00 for regional, state & national travel to chair or comment; \$500.00 for travel as high-ranking official of national or international organization.

If funds are available after funding the first category, second priority is assigned to faculty who are participants as chairs of sessions or formal critics and discussants in meetings of professional organizations, conferences, symposiums, and roundtables for scholars of university status in the contiguous states. Travel in this category outside the contiguous forty-eight states will be handled on an *ad hoc* basis by the DAC. Allocations may be approved for travel of high-ranking officials of national and international professional organizations of scholars of university status on an *ad hoc* basis.

Category 3 \$300.00

If funds are available after making allocations for the first two categories, allocations may be approved for travel of faculty presenting research papers at professional meetings of historical associations not primarily for scholars of university status. Allocation will be made on a dollar basis without restrictions as to use for travel or per diem.

Category 4 \$200.00

This category includes other professional or quasi-professional travel, such as a trip to receive a personal honor or award or to deliver a lecture to a non-professional audience or for an additional meeting for the chair as described in category one. Allocation will be made on a dollar basis without restrictions as to use for travel or per diem.

General Guidelines

Each member of the Department is limited to a total of three grants per year from travel funds. All three travel grants may be in Category 1, not more than two may be in Category 2, and no more than one may be in Category 3 or 4.

Because the Department and University expect regular faculty to excel not only in teaching but also in scholarship and service, and because regular faculty, unlike modified-service faculty, are reviewed on an annual basis in the areas of teaching, scholarship, and service, the DAC will meet the needs of regular faculty with regard to travel before considering travel support for faculty on modified service.

On 5 September 2003 the DAC passed the following resolution: the DAC will not award money for professional travel that is funded from other sources or for which the faculty member will be paid.