**CLA DEAN'S TRAVEL FUND**

**AY 2023-2024 APPLICATION**

**APPLICATIONS** for the CLA Dean’s Supplemental Travel Award (PAGE 2 of this document) should be submitted by email to [cla.dean@umb.edu](mailto:cla.dean@umb.edu) with “Dean’s Travel Award AY24” in the subject line through **TUESDAY, April 30, 2024*.***

**Be sure you have reviewed the** [**guidelines documen**](https://www.umb.edu/media/umassboston/editor-uploads/college-of-liberal-arts-cla/CLADeansTravelFundGuidelines-FY24.docx)**t before submitting application.**

Please note there is a difference between this application and the eventual reimbursement for the awarded trip. All REIMBURSEMENT requests MUST BE SUBMITTED BY JUNE 1, 2023 unless otherwise approved by Eddie Sze; IF travel will continue beyond 1 June, you MUST get approval from Eddie first so he can be sure that you can be reimbursed.

**Completed application email consists of four attachments:**

1. Application form below signed by applicant and Department Chair (DocuSign or Adobe sign accepted);
2. Abstract of paper or description of other scholarly activity;
3. Letter of acceptance or other proof of participation or of editorial responsibilities or board duties occurring concurrently with the conference; the applicant’s association with UMB should be noted on conference materials or flyers relevant to the activity;
4. As these funds cannot be spent until you have exhausted your annual FSU funding ($1,150 for AY23-24), please submit either a copy of your FSU expense reimbursement or an explanation how the FSU funds will be used before any travel award will be used. When you request reimbursement, we will ask for a copy of the reimbursement form you submitted to FSU.

**Prior to traveling,** be sure you have completed all necessary paperwork, including registering with [Terra Dotta](https://travelregistry.umasscs.net/) and completing a Pre-Travel Authorization Form. If you have already applied and been awarded funds, you can name Kim Ho as the Account Signatory on the Pre-Travel Authorization form.

**Upon your return from award travel,** you will need to either draft your expense report and alert Eddie to complete the processing (account codes) OR provide him with one pdf of all your receipts, your Terra Dotta ID #, and a signed copy of your Pre-Travel Auth form.

**CLA DEAN'S TRAVEL FUND APPLICATION FORM AY23-24**

Name: Employee #:

Department: Rank:

Title of Paper to be presented:

Presented at (name of association/conference, along with a very brief description of the scholarly standing/professional significance of the organization and/or meeting or other venue at which the paper was/will be presented):

Dates of travel: Destination:

ITEMIZED EXPENSE EXPLANATION

Transportation type (Air, rail, etc):

Transportation amount:

Conference Registration/Fee amount:

Hotel/Lodging amount:

Per Diem amount (note Dean’s Office will only cover a maximum of $75/ full day, even if the GSA/State Department rate is higher):

**TOTAL AMOUNT REQUESTED:**

(reminder: a maximum of $2,000 from this fund can be given per faculty member per academic year)

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Signature of Applicant Date

I certify that the information above concerning the nature of the conference/scholarly meeting is correct and that presentation of this paper was a significant contribution to the applicant’s scholarly program.

Signature of Department Chair Printed Chair Name Date