

**CASL FACULTY TRAVEL REQUEST
2008-09 FISCAL YEAR**

Name _____ Dept _____ Date _____

Request for: _____ Regular Travel Funds (1 or more trips US/Canada)
 _____ Exceptional Travel Funds (1 International trip)

Destination & Travel Dates _____

Name of Conference _____

Title of Presentation _____

Trip #1 Estimated Expenses (required)	Source of Funds (required)
Transportation \$ _____	Department Funds \$ _____
Lodging/Meals \$ _____	CAS&L (Requested) \$ _____
Registration \$ _____	Other _____ \$ _____
Other \$ _____	TOTAL \$ _____
TOTAL \$ _____	

Amount Approved by CASL: \$ _____

Destination & Travel Dates _____

Name of Conference _____

Title of Presentation _____

Trip #2 Estimated Expenses (required)	Source of Funds (required)
Transportation \$ _____	Department Funds \$ _____
Lodging/Meals \$ _____	CAS&L (Requested) \$ _____
Registration \$ _____	Other _____ \$ _____
Other \$ _____	TOTAL \$ _____
TOTAL \$ _____	

Amount Approved by CASL: \$ _____

Name (printed)

Signature

Date

Department Chair (printed)

Signature

Date

CAS&L Approved (printed)

Signature

Date

Criteria and Guidelines for **Regular Travel Funds** (One or more U.S./Canada Conference):

- You must be CAS&L tenured or tenure-track faculty.
- You must be delivering a paper at a professional meeting in the U.S. or Canada.
- Your request must be made prior to travel.
- If resources are insufficient to meet total requests, priority will be given to non-tenured tenure-track faculty.
- Up to \$1,000 total awarded.

Criteria and Guidelines for **Exceptional Travel Funds** (One International Conference):

- You must be CAS&L tenured or tenure-track faculty.
- You must be delivering a paper at an international conference
- You must not have received Exceptional Travel support from CASL during the 2007-08 fiscal year.
- CASL will forward your request directly to the Office of Research and Sponsored Programs. Funds from ORSP are subject to availability. Please do not contact ORSP or Drew Buchanan separately.
- CASL support for exceptional travel will depend on availability of funds and the amount of any matching funds from ORSP. You must provide some contribution from personal professional development funds, departmental funds, or other grant funds for requests over \$1,250 in CASL funds.

Important Reminders:

1. Submit your travel request as early as possible, even if you don't yet know whether your paper is accepted for presentation. Requests submitted after the deadline can only be funded if money remains.
2. All requests must be made in advance of travel.
3. Regular travel funds are available for travel to more than one conference; however, the total award for all trips will not exceed \$1,000.
4. Funds for Exceptional Travel are extremely limited, can only be provided on at most a biennial basis, and are not guaranteed.
5. Exceptional Travel requests will automatically be forwarded by CASL to the Office of Research and Sponsored Programs. There is no need to contact that office, or Drew Buchanan, separately.