

## CAS Finance Team Process and Policy Overview

### ARTS & SCIENCES TRAVEL FUNDS

#### Purposes and Amounts

The Arts and Sciences Travel Fund is supported by assistance from The Arts and Sciences Foundation, the Dean's Discretionary Fund, and other sources to enable faculty to attend meetings of learned and scientific societies. The annual travel awards are listed below:

- \$1,500 for tenure track assistant professors, untenured associate professors, tenured associate and full professors, distinguished professors, instructors with special provision and senior lecturers.
- \$2,500 for department and curriculum chairs for travel. In this case, the purpose of the travel may also be to conduct departmental business, such as the recruitment of faculty or placement of graduate students.
- \$1000 for permanent full-time fixed-term teaching faculty who have been in the College for at least one year. This generally applies only to lecturers but may include full-time paid adjunct teaching faculty.

To comply with University policies, travel expenses should be reconciled within 30 days of the return travel date. Failure to reconcile transactions in a timely manner as outlined in [Policy 1506](#) is a Travel & Expense Card Infraction.

Arts and Sciences Travel funds do not carryover between fiscal years. All transactions will be expensed from the fiscal year allocation for which they post. Please reference fiscal year end deadlines for travel, which typically fall around mid-June.

#### Eligibility Limitations

Since funds are limited, the travel grants are meant to be a support system available in lieu of other funds. The following exceptions therefore apply:

- Faculty who are on leave without pay are not eligible to receive Arts & Sciences travel funds.
- Visiting and part-time faculty, full-time fixed term faculty in rank less than one year, research and clinical faculty, faculty in phased retirement, and EHRA non-faculty are **not** eligible.

Additional funding opportunities administered through the University's Office of Research Development can be viewed [here](#).

#### Scholarly Travel

To receive funding, the applicant must be traveling for one of the following purposes:

- To attend a scholarly or professional meeting at which they will present a paper, participate in a panel discussion, or preside over a session they have organized.
- To attend a meeting of a scholarly association in which the applicant holds an officer position.
- To participate in recitals or artistic exhibitions of an academic, non-commercial nature.

## Travel Limitations

- Travel for meetings sponsored by University-related organizations or by individuals connected with the University is not covered.
- Research-related activity, such as travel to a special archive, is not covered.

## Funding Procedure

For all travel that require airfare, per diem, and/or overnight lodging, please submit requests through Concur. No additional forms are required. Please use the following decision tree in Concur:

- If the request is less than or equal to the CAS Travel allowance available for the faculty member, change the department number in the header to 300100 and the request will route to the Deans Office for approval.
- If the request is greater than the CAS Travel available funds, please put 300100 into the department header and allocate the difference to your department CFS to which the excess expenses can be charged.

For all virtual conference travel, please submit requests through RASR. This can be found in RASR under "Budget Requests" untitled "CAS Travel Fund Approval" \*\*Please note: This form is for approval of use of CAS Travel Allowance for virtual conferences only. For Travel that requires airfare, per diem, and/or overnight lodging, please submit the request through Concur.

If the travel requires international insurance or use of a [State Motor Pool vehicle](#), the department must use their own chartfield string and submit a correcting journal entry to charge approved Arts & Science travel funds.

*Updated: 7/26/23*