



A P P L I C A T I O N F O R M
UNIVERSITY TRAVEL GRANT

Note: The Faculty Senate Standing Committee on Faculty Excellence (SCFE) will only consider applicants who are eligible and have submitted the required documents for the University Travel Grant.

Eligibility: Faculty who are tenured or employed in tenure-track positions at the University of Guam and who are not on authorized leave, and who has at least one year remaining on their current contract with the University of Guam.

Application Documents Required:

1. A completed and signed Application Form.
2. An endorsement transmittal from the applicant's appropriate administrator.
3. A price quote (3 quotes if airfare is over \$1,500) indicating the least expensive airfare to the intended event.
4. An event announcement including the schedule of activities (program).*
5. A completed registration form for the event. If not available, please indicate registration deadline: _____.*
6. An official acceptance notification, if presenting at the event.*
7. Abstract, paper, or other comparable information, if presenting at the event.*

* *copy acceptable.*

A. APPLICANT INFORMATION:

Name: _____ Current Rank: _____

School/College: _____ Unit: _____

Email Address: _____ Contact Number(s): _____

Current Employment Status (check appropriate box):

- Contractual (Tenure Track Appointment)
- Continuing Employment
- Tenured

B. TRAVEL REQUEST (check appropriate box):

I am applying for the University Travel Grant (Please sign below):

I, _____, hereby acknowledge that my application for this travel funding assistance is conditioned upon the "ARTICLE V ON FACULTY OFF-ISLAND TRAVEL



TO ATTEND ACADEMIC MEETINGS GUIDELINES (pp. 164-166) and ARTICLE VII TRAVEL GUIDELINES (pp. 203-212) of the Rules and Regulations Procedures Manual.”

C. **EVENT INFORMATION** (Information on conference, workshop, etc.):

Title of Event: _____

Location: _____

Conference Dates: _____ Travel Dates: _____

Applicant’s role at the event: Attendance only
 Attendance and Presentation
 Other: _____

If presenting, please state reason for travel:

- Invited Speaker
- Panel Presenter
- Poster Presenter
- Other: _____
- Juried Paper/Lecture Presentation
- Committee Chair/Facilitator
- Round Table Participant

State title or topic of presentation (if applicable): _____

D. **BUDGET INFORMATION:**

Allowable Categories	Cost
• Airfare	_____
• Per Diem	_____
○ (\$ ____ per day x _____ days)	_____
○ obtained online at www.gsa.gov	_____
• Registration Fee	_____
• Total	_____

Total Travel Grant Requested _____
(See Guidelines for total amount allowable)

Other funding source(s): I am not seeking other funding source(s)
 I am concurrently seeking other funding source(s) for this travel



If concurrently seeking other source(s), please identify the source(s) and amount sought (i.e., Federal Funding):

E. APPLICANT'S ACKNOWLEDGMENT:

I certify that the statements made are true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

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<input type="checkbox"/>	Approval Recommended	<input type="checkbox"/>	Approval Not Recommended
Chair, Faculty Senate Committee on Faculty Excellence		Date	
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
Senior Vice President, Academic and Student Affairs		Date	
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
President		Date	
<i>Revised 06/23/12</i>			

M. FACULTY OFF-ISLAND TRAVEL TO ATTEND ACADEMIC MEETINGS

1. Academic Meetings

For the purpose of awarding Faculty Travel funds to attend academic meetings, conferences, workshops, or symposia at the regional, national, or international level, the following guidelines are provided.

2. Policy

- a. Conference Presentation or Leading a Workshop. Funding will be limited to no more than 75% of the cost of (1) economy class airfare, (2) per diem at the prevailing University rate, and (3) registration fees, not to exceed \$2,100.00 per faculty member within one fiscal year (October 1 to September 30). To foster greater benefits of conference travel to the University Community, faculty members in this category are encouraged to announce and present a University-wide symposium within sixty (60) calendar days of their return from travel.
- b. Workshop Attendance. Funding will be limited to no more than 50% of the sum of the cost of (1) economy class airfare, (2) per diem at the current University rate, and (3) registration fees, not to exceed \$1,050 per faculty member within one fiscal year. This category is primarily intended to apply to workshops and other forms of information sharing on topics that relate directly to Guam. To foster greater benefits of academic travel to the University Community, faculty members in this category are encouraged to announce and present a University-wide symposium within sixty (60) calendar days of their return from travel.
- c. Conference Attendance. Funding will be limited to no more than 50% of the sum of the cost of (1) economy class airfare, (2) per diem at the prevailing University rate, and (3) registration fees, not to exceed \$1,050.00 per faculty member within one fiscal year.

Faculty members who submit applications under (a), (b), and/or (c) may receive travel grants that do not exceed a total of \$2,100.00 within one fiscal year.

3. Eligibility

Faculty who are tenured or employed in tenure-track positions at the University of Guam, and who are not on authorized leave, and who have at least one year remaining on their current contract with the University of Guam are eligible to apply for Faculty Travel funds.

4. Procedure

- a. Faculty members interested in seeking travel support must submit a completed "Travel Application Form" to the Human Resources Office via the appropriate

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Administrator (normally, Chair and Dean). After verification of eligibility of the faculty member, the Human Resources Office will forward the application to the Faculty Travel Committee in care of the Office of the Senior Vice President. The Faculty Travel Committee shall review all applications for Faculty Travel funds and submit recommendations to the Senior Vice President.

The Faculty Travel Committee shall consist of one member of the Faculty Senate Standing Committee on Faculty Excellence plus one member each from CLASS, CNAS, CPS, Sponsored Programs and Research, and Learning Resources/Counseling, selected annually by the respective Academic Affairs Committees.

TIME LINES AND FUND ALLOCATION

Announcement of Timelines	Application Deadline	Notification Date	Period of Travel	Allocated percentage of total Travel Fund
General Announcement to all faculty at the beginning of the Academic year. Specific announcements at least three weeks in advance of deadlines.	Sept. 1	Sept. 15	Jan.1 – Mar. 31	25%
	Dec. 1	Dec. 15	Apr. 1 – June 30	25%
	Jan. 1	Jan. 15	July 1 – Sept. 30	25%
	May 1	May 15	Oct. 1 – Dec. 31	25%

b. Attach the following items to the Travel Application Form: (See Appendix G of Employee Development Rules and Regulations).

1. Information Regarding the Academic Meeting and its Format. For conferences, an announcement brochure, including agenda or program (if available) will suffice here.
2. Anticipated Budget. On the travel authorization form, provide cost of economy airfare, per diem, and registration fee. If applying to other sources for funding support, indicate breakdown of funding allocated from each source to item expenditure.
3. Financial/In Kind Commitments from Other Sources. The University encourages and will not penalize (i.e., decrease funding level of Travel Grant) applicants who receive support from other sources.

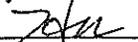
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- c. The following additional items must accompany the Travel Grant Application Form for those who plan to make a formal presentation.
 1. Documentation of Proposal Submission, Invitation or Acceptance. Copies of initial correspondence with the inviting or accepting parties, with clear indication whether or not funds are to be provided. For proposal submissions not yet accepted, grants may be provisionally approved, but funding will be contingent upon documented acceptance.
 2. Documentation of Presentation. The abstract, paper, or other comparable information.
- d. Upon approval by the Senior Vice President for Academic and Student Affairs, the applicant will be requested to complete and sign the regular Travel Request and Authorization (TA) Form, which is routed through the Senior Vice President's Office for signature.
- e. A comprehensive Travel Report appended to the complete Travel Clearance form **must** be submitted to the Senior Vice President (with a copy to the Faculty Travel Committee) within two weeks after completion of the trip. The report will include (1) Copies of all applicable receipts, (2) Documentation of sources and amounts of supplemental funds received and, (3) A copy of the applicant's symposium presentation announcement. Copies of the trip report will be transmitted to the Human Resources Office. Travel Grant recipients should be prepared to participate in a seminar or workshop to share information acquired during business travel that may benefit the University Community.
- f. All University of Guam travel will follow the rules and guidelines set forth in the University Travel section of the Rules, Regulations, and Procedures Manual, Article VII. F.
- f. Travel Grant recipients who fail to comply with any portion of these guidelines shall be ineligible to receive additional travel funds and may be requested to return part or all of the awarded Faculty Travel Funds.

5. Criteria and Procedures for Award of Faculty Travel Funding

Priorities:

- a. Presentations that directly relate to the University mission and Strategic Initiatives.
- b. Presentations that do not directly relate to the University mission, but do directly relate to a sustained research interest that is intended to result in a refereed publication.

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- c. Participation in a workshop or other form of information sharing that directly relates to the University mission.
- d. Attendance at an academic meeting that directly relates to the University mission and strategic initiatives.

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