

2023-24 College of Arts & Letters Faculty Travel Funding

Priority Application Deadline: Nov 15th, 2023

Requests will be reviewed and funds awarded on a rolling basis until funds are exhausted.

The **College of Arts & Letters** is pleased to announce funding to support faculty travel related to scholarly and creative activity in the 2023-24 academic year. This funding supports travel related to research/scholarship/creative activity and conference presentation/participation, attendance. This funding can be used for reimbursement for travel already conducted this AY – so long as proper protocol was followed at the time of travel. This funding can also be used to support virtual conference participation.

Please visit the college travel webpage for forms and details.

<https://www.csus.edu/college/arts-letters/internal/faculty-travel.html>

Note AB1887 (aka, The Travel Ban) has been repealed by the state legislature. Travel to all states is now eligible for university travel funding.

Travel Funding Request Submission Process

- A. **Faculty submit written funding requests to the Department Chair** who will review, approve, prioritize, and forward to Sharon Hopkins-Bright at AL-PROFDEV@CSUS.EDU. **Priority review deadline is Nov 15th.** All requests received thereafter will be reviewed on a rolling basis until funds are exhausted.
- B. **Travel Funding Requests should be submitted on a completed A&L Supplemental Travel Form (which will be attached to your concur travel authorization request submitted through concur). Required information:**
 - i. Travel location and dates.
 - ii. Travel justification, including conference or project title/details.
 - iii. Details of coverage of instruction and other duties during travel.
 - iv. An estimate for all travel related expenses.
 - v. Other (non-college) sources of funding that will be used.
- C. The Dean's Office will notify applicants and departments of approved travel funding with a returned and signed A&L Supplemental Travel form and award memo. This approved form must be included with the subsequent Concur travel authorization application.

Eligibility & Fund Limits

Open to all faculty.

Individual maximum funding: \$2,000

Priority funding by faculty rank:

1. **Probationary faculty.**
2. **Associate Professors.**
3. **Full Professors, Lecturers, and FERP.**

Maximum Funding:

\$1,000 Region (CA, AZ, NV, OR, WA)

\$1,000 Not presenting/disseminating/serving

\$2,000 North America & Overseas

Funds are not transferable to other travel, uses, or persons without prior approval of the Dean. Faculty on leave without pay are not eligible.

New Faculty must use their New Faculty Travel Funding first. The college will supplement that travel funding competitively through this general call up to the individual maximum funding amount.

All requests for travel authorization must be submitted in [Concur Travel](#). Please work with your department ASC to ensure compliance with ALL university travel policies BEFORE submission. All prospective travelers must complete training in Concur Travel. For more information on College Travel requirements and processes, please visit our travel page. <https://www.csus.edu/college/arts-letters/internal/faculty-travel.html>