

FY16 GEOGRAPHY TRAVEL GUIDELINES
[17 August 2015]

1. All tenured, tenure-track, and full-time, fixed-term faculty are eligible to apply for departmental travel funds.
2. We encourage faculty with support accounts (e.g., named professorships, start-up funds, etc.) to use those funds rather than request departmental travel support. We also encourage faculty with grants to use those funds for travel when possible.
3. Faculty normally will be eligible for one trip per year with departmental support. These funds are intended for travel to present research papers. Small travel requests, such as in-state travel, may be considered separate from this policy depending on availability of funds.
4. Faculty may use departmental support for domestic travel -or- as the required match for international travel. The Provost will fund up to \$2000 for international travel with a match. Franklin College will provide up to \$500 toward the match, but the remaining \$1500 must come from other funds. (Please note that Alaska and Hawaii are considered international travel.) Here is the link for the [Provost International Travel Funds Request Form](#).
5. The maximum level of funding from the department is \$1200, absent exceptional circumstances. If additional funds are available at the end of the year, we may back pay some expenses in excess of \$1200. Please include the total cost of travel on your travel authority. Here is the link for the [Travel Authority Form](#).
6. If there are insufficient funds to adequately support all travel requests, the Advisory Committee will prioritize requests.
7. Requests for travel in FY16 should be submitted to the department head no later than 15 January 2016 with a completed travel authority.
8. If international travel is involved, you may also apply to the Foreign Travel Program offered through OVPR. Here is the link for information on the [OVPR Foreign Travel Assistance Program](#).