**TO**: All Tenured, Tenure-Track, and Phased Retired Faculty

**FROM**: Alison Morrison-Shetlar

 Provost and Vice Chancellor for Academic Affairs

**DATE**: August 31, 2015

**SUBJECT**: Chancellor’s Travel Fund

The budget for the Chancellor’s Travel Fund continues to be $150,000 (pending final budget allocation from the state). The maximum award is $1200 per year. Eligible faculty may be funded up to two times over the academic year ($1200 total cap applies).

The Chancellor’s Travel Fund committee has established the following review schedule for 2015-2016. The committee will meet monthly to review proposals. **The deadlines for submission will be the first day of each month, October 1 through May 1 (excluding Jan. 1).** Only proposals for the next academic year will be reviewed for the May deadline. Regardless of when you plan to travel, you may submit a completed proposal for any deadline, except May. The committee will ensure that about half the funds will be allocated for travel per semester.

These funds are to support presentations (e.g., papers, poster presentations, etc.) by faculty members who are tenure track, tenured, in phased retirement, or have emeritus status.  Funds are not intended for travel to support service as an officer of an organization, panel discussant, roundtable discussant, or panel chairperson. **The maximum award will be $1200 per applicant per year. All payment reimbursements must be processed by June 15, 2016. If not, the reimbursement will be funded out of the college’s fund.**

To request travel funds, please complete the attached form including signatures, then scan the form and email to Natalie Broom (broomn@wcu.edu ) in the Office of the Provost (560 HFR).

Guidelines/Requirements:

1. An applicant may be funded up to two times per academic year (annual maximum award per applicant is $1200)
2. One presentation and one author is to be funded per paper
3. Presentations (invited or juried) at the regional, national or international level only, with title and type of presentation stated clearly
4. Professional organizations and conferences only, with organization, title of conference, and place stated clearly
5. Completed Chancellor’s Travel Fund Application Form

We look forward to supporting you in your scholarly activity.

Applicant:

Faculty Position: [ ]  Tenure Track [ ]  Tenured [ ]  Emeritus [ ]  Phased Retirement

Have you received or applied for another CTF award this academic year? [ ]  No [ ] Yes

 If yes, what amount of funding was a) requested? $      b) awarded? $

Department:       Check one: [ ]  juried [ ]  invited

Presentation Title:

Type of Presentation:

Host Organization/Meeting Site:

Travel Dates: BEGIN: Click here to enter a date. END: Click here to enter a date.

Department Head Signature:

Dean Signature:

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| **I. Presentation Abstract:** (Provide abstract here—box will expand as needed)Click here to enter text. |
| **II. Attach copy of Acceptance Notification:** (provide electronic copy of acceptance letter, email notification, or page in program where presentation is listed). You may copy and paste into the text box, insert a scanned image or screenshot into the image box, or otherwise attach/append acceptance notification to this application. Click here to enter text.Or here to paste/insert image or screenshot:  |
| **III. Budget Information:** PROJECTED BUDGET SOURCES OF SUPPORT(provide itemized amounts) | (enter expenses and total will calculate) (enter support amounts and total will calculate)Registration $      CTF Travel Funds Requested $     Airfare $      Departmental Funds $     Mileage      miles X $.30 $      College Funds $     Ground Transportation $      Other (specify) $     Parking, tolls, etc. $     Lodging      nights X $      $     Meals       days X $      $     TOTAL ANTICIPATED EXPENSE $0.00 TOTAL SUPPORT $0.00 |

CTF funds are restricted to support presentations (e.g., papers, poster presentations, etc.) by full time tenure-track, tenured, emeritus, and phase retired faculty members. Funds are not intended for travel to support service as an officer of an organization, panel discussant, roundtable discussant, or panel chairperson. The maximum annual award is $1200 per applicant. Scan the signature form and supporting documents and send electronically to Natalie Broom (broomn@wcu.edu) in the Office of the Provost as one application package.