

COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES TRAVEL REQUEST FORM

To request travel, please fill out the form below, obtain the signature of your department chair, scan and **digitally submit** it to the CAHS Associate Dean. The total amount allocated per faculty member per academic year will not exceed \$1,500.00. Due to limited resources not all requests may be granted, nor may they be funded at the maximum rate. The funding criteria is as follows:

1. Preference will be given to junior faculty preparing for tenure.
2. Preference will be given for presentation of papers or juried presentation or performance at national (USA), international or regional professional meetings.
3. Preference will be given to participation in innovative teaching conferences that have potential to positively impact our instruction.
4. Lesser preference will be given to presentations as a: panel discussant, chairing a panel and /or service to the profession as an elected officer or member of a professional committee.

Once travel has been approved, **travelers must complete the Request for Travel process in Concur.**

*Recipients of travel awards are required to submit a travel expense report within 30 days of the trip. If the recipient receives a travel advance, reports are required to be submitted within 5 days of his/her return from a trip.

If travel occurs in June and receipts are not submitted by June 30th, the trip will be charged to the faculty's travel for the following fiscal year.

Travelers are urged to use Concur and Short's Travel for all air, lodging and rental care services. Alternatively, arrangements may be made through any travel agent or online service and may be paid for with the traveler's personal credit card or with a university travel card. For more information, please review the [revised travel APL](#) prior to making any air travel arrangements.

In addition to seeking CAHS travel support, colleagues are encouraged to identify other funding sources, including grants, fellowships, matching grants, and stipends from public and private agencies and foundations.

If you do not have a USM travel credit card, which will eliminate most out of pocket coverage of your allotted expenses, please [click here](#) to download an application. Completed travel card applications should be sent to the Financial Manager for the College of Arts, Humanities, and Social Sciences.

**COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES
Faculty Travel Request**

Name: _____ **Date:** _____
Department: _____ **E-mail address:** _____

Please indicate which of the following apply to your request (1, 2, 3, 4): _____

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Conference name _____

Title of your paper: _____ or

Title of your presentation/commentary _____ or

Title of session you are moderation _____ or

Name of Conference/Workshop: _____

Destination: _____ **Dates of Conference/Workshop:** _____

Estimated Expenses:

Meals: _____

Lodging: _____

Transportation: _____

Other (registration, etc.): _____

Total: _____

Total CAHS funds requested: _____ (do not exceed \$1,500)

Please replicate this expense breakdown in Concur via the Request for Travel Report.

Signature of Applicant: _____ **Date:** _____

Signature of Department Chair*: _____ **Date:** _____

*Dean's signature is required when the applicant is the Chair/Director.

*This form must be digitally submitted by email as .doc or pdf.