**2018-19 INDIVIDUAL FACULTY TRAVEL ACCOUNTS**

Individual Faculty Travel Accounts will receive an allocation of $650 for 2018-19 for full-time faculty, with a possible total accumulated balance of $1,300. Part-time faculty employed more than 50% are entitled to the allowance on a pro-rata basis. Unless approved by the Dean’s Office, these funds are not available in the first year of employment for temporary faculty. Reasonable expenditures for travel (college vehicle, airfare, taxi, meals, etc.), lodging and registration fees will be reimbursed. (See Faculty Handbook 521 for further details.)

**2018-19 SUPPLEMENTAL FUNDING FOR FACULTY DEVELOPMENT & RESEARCH**

Supplemental Funds are awarded to faculty presenting at a professional meeting or conference, to attend a conference or workshop for professional development, for research travel or projects, or for other faculty development related activities. Individual Faculty Travel Accounts are to be used as the first funding source if travel is involved, but if expenses exceed available funds you can apply for supplemental funds through the Dean’s Office by completing the Request Form for Faculty Development and Research Funds. Requests for supplemental funding need to be made prior to incurring expenses. Meal costs are not reimbursable with supplemental funds.

Supplemental funding is not guaranteed; the budget is limited and will be used until it is exhausted. You are encouraged to complete the Request Form for Faculty Development and Research Funds located on the Dean’s Office website as soon as your plans are known. The form includes spaces for details of the conference or activity, presentation (if applicable), and estimated costs. For 2018-19 the allocation of supplemental funds (Faculty Handbook 521.4) will be based on the following guidelines:

**For tenured or tenure-eligible faculty:**
A maximum of three travel events or development/research activities will be supported with supplemental funds at $800 per event/activity/project. If one of the three events/activities is an international travel event, an additional $400 in funding will be provided to offset the higher cost of international travel.

**For full-time, non-tenure-track faculty:**
A maximum of two travel events or development/research activities will be supported with supplemental funds at $800 per event/activity/project. If one of the two events/activities is an international travel event, an additional $400 in funding will be provided to offset the higher cost of international travel.

**For part-time, non-tenure-eligible faculty:**
A maximum of two travel events or development/research activities will be supported with pro-rated supplemental funds based on FTE.