JU FACULTY TRAVEL GRANTS
APPLICATION FORM for FY 2019 – 2020

Please complete this application in its entirety and return with supporting documents no later than the deadline given below for each application period.
Requests for **Fall Travel** will be accepted through October 15, 2019 by 5 p.m.
Requests for **Spring Travel** will be accepted November 1, 2019 – February 15, 2020 by 5 p.m.
Email address is orsp@ju.edu   Applications must be submitted at least four weeks prior to the conference start date.

Applicant Information *Full-time faculty are eligible to apply.*			
Full Name:			
Faculty Rank:	Professor	Associate Professor	Assistant Professor
JU Department:	School or College:	Phone Extension:	
Departmental Travel Representative/ Admin. Assistant		Phone Extension:	

Travel Event	
Title of Conference:	
Location (City/State/Country):	
Dates of Conference (MM/DD/YY - MM/DD/YY):	to
First Travel Day - Departure Date (MM/DD/YY):	Last Travel Day - Return Date (MM/DD/YY)
Expense Report is due to ORSP within 10 business days post return date	

Applicant Status	
I am applying as: (check one)	
Attendee (up to $1,000, eligible expenses)	Presenter (up to $1,300, eligible expenses)
	Fall Application Period: Travel takes place between July 1 – Dec. 31, 2019 Requests accepted between May 1, 2019 – October 15, 2019
N/A	Spring Application Period (Travel takes place between January 2 - June 30) Requests accepted between **November 1, 2019 – March 1, 2020**
N/A	Second Requests (accepted for Spring 2020 Travel Dates only) Requests accepted between **January 15, 2020 – March 1, 2020**

Please check one of the following event categories: Other:	Regional	National	International
Is this a regularly occurring conference (annual, semi-annual, etc.)?	Yes	No	

05/16/2019

Brief description of conference and significance for attendance. Also, please explain alignment with the multidisciplinary priority, as applicable.

For Presenters Only

Title of Presentation:

Type of Presentation: Paper   Performance   Poster   Other (Specify):

(If poster, provide evidence that this is the only option for presentation or that other forms of presentation are limited.)

Has your abstract, paper, or presentation been peer reviewed?   Yes   No (i.e., was it reviewed for acceptance in the program?)

Co-Authors (if any) and their affiliation:

Are you the presenter?   Yes   No   To be eligible for presenter-status reimbursement, applicant must be the person who actually presented the paper

Expenses - Estimate the total cost of the travel event

Airfare / Railroad $ Mileage (personal vehicle) _____ miles x 58 cents/mile $

Taxi/Ride share (estimate OK) $	Hotel Rate /night $	# of nights total	Conference registration fee $
Rental car $	Parking fees (estimate OK) $	Total Days for Meals*	Max Meal Reimbursement Estimate $

*Total Meals reimbursed to a maximum of $50/day for each full day on travel status, $30 for first and last day of travel.

Total Estimated Expenses: $ **Total Amount of Request**: $

Supporting Documentation   **Read the ORSP Travel Policy here**.
For Presenters: Include with this application your Abstract and your acceptance letter/e-mail confirming presenter status, if available. **Abstracts are required at submission, and proof of acceptance <u>and</u> presentation at the conference is necessary for reimbursement.** The conference program, copy of the presenter badge, and/or a screen shot of web page(s) showing faculty name and presentation information are all acceptable to include with the reimbursement request.
For Attendees: Include with this application the conference agenda (preliminary agendas are fine). While not required for submission, proof of attendance at the conference is necessary for reimbursement. The conference program, copy of the attendee badge, and/or a screen shot of web page(s) of the agenda are all acceptable to include for reimbursement.

Applicant Signature	Department Chair or Head Signature