

## **Faculty Travel Policy, Arts and Sciences**

The Dean of Arts and Sciences has a budget to support a limited amount of travel for professional conferences and meetings, if grant or other funding is not available. The Dean's travel budget is limited, so authorization of requests will always be made subject to budget constraints on a first come, first served basis. In submitting your request, please observe the following guidelines.

### **GENERAL GUIDELINES:**

#### **Full-time Faculty on Multi-Year Contracts**

1. Limit of \$1,250 per faculty member in any one year.
2. Faculty member must be scheduled to present a paper, give a performance, and/or participate in an official capacity.
3. Travel Request Form must be submitted to the Dean of Arts and Sciences with the Department Chair's signature, and approved in advance of the conference.
4. All reasonable travel costs, conference registration, and up to two nights' hotel stay will be reimbursed. Faculty will be responsible for their own meals.
5. Faculty are required to make airline reservations as early as possible, but in any case no less than two weeks in advance of travel, and are encouraged to use get the best possible airfare, typically through the Brandeis travel vendor\* or other resources (internet, group arrangements, etc.). If the fare requested is not reasonable, the Dean reserves the right to give partial reimbursement.

#### **Please Note:**

- Other requests for professional development should be addressed to the Department Chair, who may know of available funds.
- Faculty travel that may be necessary for faculty searches is reimbursed separately. Please see the search committee chair for details.

\* Carlson Wagonlit Travel: x64313

**FACULTY TRAVEL REQUEST FORM**  
**Full-Time Faculty in Arts and Sciences on Multi-Year Contracts**

Please download this form, fill it out, obtain your Department Chair's signature, and send it to the Office of the Dean of Arts and Sciences (DAS) at MS 138. If you have questions, please call the Director of Budget for Arts and Sciences at x63497. Please note that funds are limited, and do not ask for more than \$1,250 per year per faculty member. Please plan ahead: the budget may be exhausted late in the year!

**Name of Traveler:** \_\_\_\_\_

**Dept.** \_\_\_\_\_ **MS** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Conference:** \_\_\_\_\_

**Paper to be presented  
or other Official Role:** \_\_\_\_\_  
\_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**AMOUNTS REQUESTED:**

**Airfare or Travel Cost:** \_\_\_\_\_

**Hotel (two nights maximum):** \_\_\_\_\_

**Registration:** \_\_\_\_\_

**Ground Transportation:** \_\_\_\_\_

**TOTAL AMOUNT REQUESTED:** \_\_\_\_\_

**DEPT. CHAIR APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AFTER CHAIR HAS SIGNED THIS FORM, PLEASE SEND THE HARD COPY TO DAS AT MS 138. When you submit your travel expense form upon your return, remember to attach original receipts. Your receipts should be submitted as soon as possible after your travel.**

**Your request for travel has been approved for the following:**

**Amount Approved:** \_\_\_\_\_

**Authorized Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_