

## College of Communication and Fine Arts TRAVEL REQUEST POLICY (First Travel Request)

### FIRST TRAVEL REQUEST

University and College practice is that full-time tenured and tenure-track faculty “may ordinarily expect to receive support for one travel request per year and additional requests will be subject to available funds” (*LMU Faculty Handbook 2015-2016, P. 4.p.33*). Travel support is by application and is designed to encourage scholarly work: research-writing/ creative work/ presentation/ performance/ clinical engagement that informs professional development, academic/artistic practice, and intellectual discourse. Travel funding supports the teacher-scholar-artist-clinician model that is core to the mission of the University and the College of Communication and Fine Arts.

The definition of the First Travel Request is that it has top priority for the faculty member.

- When a faculty member is applying for more than one travel request during the funding cycle, that faculty member should clearly prioritize and label travel requests as First Travel Request and Additional Travel Request.
- One of two travel requests may be prioritized by significance of event rather than be dictated by the chronology of the calendar dates or the requested amount of travel support.
- The faculty member is cautioned that should Travel Requests not be labelled First Travel Request or Additional Travel Request, the Dean will assume the first request that the Dean encounters is the First Travel Request.
- Once a request is granted, the faculty member cannot reassign priority.

The College primarily expects that faculty applying for full support in the First Travel Category should be actively involved in the intended engagement by presenting a paper, making a formal presentation/performance/ exhibition of scholarly and creative value, and/or meaningfully contributing to the discourse of a particular discipline beyond merely attending an event.<sup>1</sup> (NOTE: Funding is at the discretion of the Dean of the College. Please also refer to *Faculty Handbook 2015-2016, p. 33*, for current University guidelines regarding funding for faculty travel.)

In order to be given priority over requests for Additional Travel by other faculty members, the First Travel Request should be submitted to the Dean as early as March of the preceding year and no later than the day grades are due for the fall semester. Applications received during this time period are not ranked according to date received. The December deadline is in place to allow applicants for Additional Travel Requests to receive notification of their funding in a timely manner.

All Travel Requests must be submitted prior to actual travel date.

Travel Funding calendar will be June 1 – May 31.

Evidence of the faculty member’s participation in the event should be included with the formal application. Such evidence might appear as **one** of the following: the acceptance notification into the conference or event; program copy that promotes the faculty member’s role of engagement; or a detailed description of organizational responsibility to a documented organization or event. If this evidence is not available at the time of application, the travel will be granted pending receipt of the verification of participation or other appropriate documentation. (The approximate date when documentation will be available should be indicated in the application.) In cases where the faculty member requests travel for the purposes of pertinent professional development, a clear statement supporting the professional significance of this travel written by the faculty member will be considered “evidence” of participation.

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<sup>1</sup> It is advised that the faculty member consult with the Dean prior to application when Travel Requests do not fall into these categories so that application will include necessary description of professional engagement. Furthermore, faculty should consult the *Faculty Handbook 2015-2016, p. 33*, for details on full and partial funding.