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## MEMORANDUM

**TO:** Department Chairs

**FROM:** John G. Hehr  
Fulbright College

**DATE:** August 18, 2008

**SUBJECT:** Faculty and Graduate Student Travel Requests for 2008/09

Attached are the forms and guidelines for requesting travel support for Fulbright College faculty. Approximately 160 faculty trips to **national or international meetings** where papers are being presented will be funded. We will attempt to fund these trips at 100 percent of cost, up to \$1,000. It is possible that a limited number of second trips will be competitively reviewed and funded up to \$1,000, with the Dean's Office contributing \$500, matched by \$500 from the department. Each faculty request must be accompanied by a one-page résumé summarizing publications and paper presentations, or other evidence of creative activities, for the past three years. The department will fund travel to regional and other meetings.

Individual requests and the departmental summaries are due in the Dean's office by **September 12, 2008.** Please include on the summary those trips for which individual requests have already been submitted as well as new requests.

The Graduate School will fund 90% of travel costs for graduate students, with the department and Fulbright College each paying 5% of the remaining cost. Fulbright College does not require a separate travel request for graduate students, but instead requests that a copy of the travel form submitted to the Graduate School be sent to the Dean's Office, 525 Old Main. The contact person for graduate travel is Vicky Hartwell, Ozark Hall 119.

Thank you.

# GUIDELINES FOR FULBRIGHT COLLEGE FACULTY TRAVEL

Participation in professional meetings by faculty members is recognized as valuable to teaching, research, and other scholarly activities. Such participation should enhance the reputation of the individual and the University.

Since funds available have been insufficient to meet all requests, the College Planning and Fiscal Committee used the following criteria for allocations.

- Requests for support for all travel for the period of October 1, 2008 to September 30, 2009.
- Requests received after the deadline may not be funded as initial requests may have exhausted all available funds. (NOTE: This is a travel year definition that is intended to address the problem of summer funding. If there is any uncertainty about time, place, or costs, best estimates should be given.)
- All requests and reimbursements are subject to University travel regulations.

## Eligibility

- Priority will be given to support of travel for tenure-track and tenured faculty members who present a research paper or creative work to national or international meetings. Participation as a panel discussant or session chair is ordinarily not sufficient to merit College funding.
- Support may also be given to faculty members who, because of their office in a professional organization, are required to attend a meeting. Such support will be given only to officers of major professional organizations.
- In the event of a joint appointment with another college within the University, the funding will be proportional to the percentage of the individual's appointment in the College. Similar proportional funding will be applied to requests for part-time faculty members.
- Budget restrictions usually prevent support of travel to other institutions for the purpose of conducting study or research.

## Funding

- International travel is eligible for funding during the 2008-09 year on the same basis as domestic travel.
- The maximum allocation for one trip is \$1,000.00
- Requests for registration fees over \$100 must be documented. If meals are included in registration, the per diem requests should be appropriately reduced.
- Any funds accruing from canceled trips or from savings made in authorized amounts will revert to the College travel account to be used for funding additional faculty travel.
- Travel by part-time or visiting faculty members **may** be funded. The faculty member's chair must send a **separate letter** of support justifying the funding.
- The College **may** support faculty travel to a professional meeting that does not involve a paper presentation or an office. A request of this nature must be supported by a letter from the faculty member's chair justifying the funding.

## Procedures

- Requests are to be made on the **2008 09 FORM ONLY**.
- Request for air or train travel should be in terms of the lowest advance purchase rates.
- Per diem requests are limited to the number of days of the meeting except where extra days of travel are necessary to save money on an airfare. In any case, no more than seven (7) per diem days will be allowed from Fulbright College funds.
- To substitute an approved trip, faculty must submit a **new** “Request for Funds,” accompanied by a memo explaining the change and send to Dean’s Office for approval. Due to the number of faculty members who request an “after the fact” substitution for their approved trips, the policy in this office is that if the date has passed for which funding was approved and no request for travel authorization was made, that sum of money then reverts back into the ARSC Faculty Travel account for use by those on a waiting list. We **will strictly adhere to this policy during the travel year**, since there are always more trips requested than we can fund.
- All requests must be accompanied by a one page résumé summarizing publications and paper presentations, or other evidence of creative activities for the past three years.
- Department chairs are to review and endorse requests to ensure compliance with these guidelines as well as the appropriateness of the travel.

**FULBRIGHT COLLEGE OF ARTS AND SCIENCES**  
**Request for Funds from the ARSC Faculty Travel Account**  
**October 1, 2008 — September 30, 2009**

Name: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Department: \_\_\_\_\_ %Appointment to Fulbright College \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Dates of Meeting: \_\_\_\_\_ Depart: \_\_\_\_\_ Return: \_\_\_\_\_

Title of Paper, Nature of Participation, Significance of Trip to Department Mission:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Air  Private Auto  UA Vehicle  Other (explain) \_\_\_\_\_

	REQUESTED
Airfare	\$
Airport of Station/Meeting Site Transportation	\$
Meal and Lodging	\$
Registration	\$
Other expenses (please explain)	\$
<b>TOTAL AMOUNT OF THE REQUEST</b>	<b>\$</b>

Chairperson, please confirm the importance of this trip to the department's mission:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Request reviewed/endorsed by Chair \_\_\_\_\_ Date \_\_\_\_\_

Request approved by Planning and Fiscal Committee, by \_\_\_\_\_

Funds approved from 0112-13028-44-0000 ARSC Faculty Travel \$ \_\_\_\_\_

Funds approved by \_\_\_\_\_ Date \_\_\_\_\_

LIMITS ON REQUESTS FROM ARSC FACULTY TRAVEL FUND: (See “Guidelines for Travel Allowances” for more details. **Rates are subject to change.**)

- Auto mileage rate is 45 cents/mile with mileage computed only between cities.
- No payment can be made for local mileage at the meeting locale.
- Normally, per diem is allowed for only the days of the meeting. Exceptions may be made for extra days to save money overall by achieving a lower airfare.
- Federal per diem rates are \$70 for hotels and \$39 for meals daily; exceptions are listed by city on the Travel Office web site at <http://www.uark.edu/depts/travel/>