

# CLA DEAN'S TRAVEL FUND GUIDELINES for AY 2025-2026

The Dean's Travel Fund is made available to tenure-stream faculty to support travel to present papers at scholarly meetings, conferences, or equivalent invited professional activities. Applications should be made prior to departure (to be assured of funding) or for previous trips not already reimbursed. These funds are supplemental to the Faculty Staff Union Faculty Travel funds and FSU funds must be exhausted before funds can be disbursed from the Dean's Travel Fund.

**This call for funding APPLICATIONS applies to Travel ENDING any time between July 1, 2025, and June 30, 2026 Applications will be accepted on a rolling basis through Tuesday, April 1, 2026.**

Please note there is a difference between the application process and the reimbursement process of the actual travel. You are encouraged to apply for travel funds prior to travel. Once funds have been awarded, and travel is complete, you can then submit your reimbursement request.

**ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED BY JUNE 1, 2026, unless otherwise approved by [Eddie Sze](#). If your travel continues into June, Eddie must be involved prior to start of trip.**

TRAVEL FUND (**\$2,000 max/academic year**) is available to all tenure-stream faculty to supplement the FSU Funds, prioritized as follows:

1. airfare, ground transportation, lodging, and per diem\* expenses in excess of the \$1,700 FSU entitlement to support a conference presentation or other scholarly activity by a tenure-stream faculty member.
  2. airfare, ground transportation, lodging, and per diem\* expenses in excess of the \$1,700 FSU entitlement to support a second or third conference presentation or other scholarly activity by a tenure-stream faculty member.
  3. airfare, ground transportation, lodging, and per diem\* expenses in excess of the \$1,700FSU entitlement to support activities associated with professional editorial responsibilities or board duties taking place at an academic conference.
- \*per diem maximum for the Dean's Travel Fund is \$75/day even if the government rates exceed that amount.

## **GUIDELINES:**

The Committee will consider applications to fund the cost of transportation, registration, per diem, and lodging associated with the presentation of papers at professional meetings, conferences, or equivalent invited scholarly activities. Participation in meetings or conferences or other professional activities that represent significant professional recognition will be prioritized. This fund does not provide support for faculty acting solely as respondents, discussants, or session chairs. A maximum of \$2,000 from this fund can be given per tenure-

stream faculty member per academic year. Requests for travel funds must be accompanied by a letter of invitation or other proof of participation, as well as an abstract of the paper (or other description of the activity) and a brief narrative statement concerning the professional significance of the sponsoring organization/meeting or other scholarly venue.

**Completed application email to [cla.dean@umb.edu](mailto:cla.dean@umb.edu) must include 4 attachments:**

1. Application form signed by applicant and Department Chair (DocuSign or Adobe sign accepted).
2. Abstract of paper or description of other scholarly activity.
3. Letter of acceptance or other proof of participation or of editorial responsibilities or board duties occurring concurrently with the conference; the applicant's association with UMB should be noted on conference materials or flyers relevant to the activity.
4. A screenshot from Concur of the Allocation Summary (available under "Report Details") showing your FSU spending. If you have not yet used your FSU funds, please attach an explanation as to how they will be used BEFORE any travel award will be used.