



CLAFLIN UNIVERSITY
 DIVISION OF ACADEMIC AFFAIRS

VICE PRESIDENT'S TRAVEL GRANT APPLICATION

Name: _____ Date: _____

Department: _____

Name of Conference/Activity: _____

Location of Conference/Activity: _____ Dates of Conference/Activity: _____

ITEMIZED FUNDS REQUESTED:

	GRANT AMOUNT REQUESTED	COST SHARE FROM THE APPLICANT	TOTAL AMOUNT FOR THE ACTIVITY
REGISTRATION			
AIRFARE			
MILEAGE (.375/MILE)			
AUTO RENTAL			
PARKING			
LODGING			
MEALS			
OTHER			
TOTALS			

 Applicant's Signature

APPROVALS

 Department Chair

 Dean

 Vice President for Academic Affairs

Please submit this form along with the University Travel Form, Faculty Request for Absence, and a copy of the letter of acceptance or other official document.

POLICIES AND PROCEDURES FOR DISBURSEMENT OF FUNDS

Applicants are expected to read and adhere to the requirements, policies, and procedures as outlined below.

1. All full-time faculty are eligible to submit applications; however, individuals who have been issued terminal contracts or those who will not be returning for the next academic year are not eligible.
2. Faculty that have been accepted to present papers or research findings at academic refereed events and scholarly forums shall receive highest priority attention; however, applicants that will participate as scheduled panelists or presenters in other scholarly activities will be considered. Preference will be given to national events over regional and/or local events. The Vice President's Travel Grants may not be used for international travel.
3. Due to processing requirements, completed forms must be submitted to the Office of Academic Affairs at least one month before the date of the activity. Failure to meet the deadline may result in the denial of the request.
4. Incomplete forms cannot be considered.
5. Payment for all travel grants will be made through reimbursement. Funds will not be prepaid under any circumstances. As a matter of policy, reimbursement will not be considered without prior approval of the activity.
6. Total support for all requests is limited to **\$1200.00 per person per academic year**. Exceptions to this policy must be approved by the Vice President for Academic Affairs.
7. The expected cost share for all travel grants is 90% maximum from the Division of Academic Affairs and 10% minimum from applicant.
8. Any compensation received by the applicant including, but not limited to honoraria, consulting fees, and administrative expenses from other sources must be stated on the application. That amount may be deducted from the award amount funded by the Division of Academic Affairs.
9. Original signatures are required on all requests for support.
10. Within five days of returning from the sponsored activity, the faculty member must file a written report on the activity with the Division of Academic Affairs summarizing the highlights and benefits of the event. They may also be requested to present an aural report at a Departmental, School, or University-wide forum. A copy of the paper and conference program must be submitted as verification.