

TO: All Full-Time Faculty

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Provost/Senior Vice President for Academic Affairs

DATE: August 31, 2026

SUBJECT: Guidelines & Faculty Travel Applications

1. Student, faculty and staff travel will be governed by any university and government restrictions on travel.
2. Subject to available funds, 100% funding (within university travel guidelines) is ordinarily provided for presenting a paper, poster or workshop at a professional meeting or conference in person or virtually. Note: Normally, full funding will be limited to two co-authors. Requests for exceptions must be accompanied by documentation and justification.
3. The following activities will ordinarily, subject to available funds, be funded at 75%: chairing a session, serving as a discussant, or serving as current officer.
4. The University also encourages faculty travel to professional meetings, even though one is not presenting a paper or poster (as defined by the above categories). Travel for such purposes is usually funded at 50%.
5. Part-time faculty are not eligible.
6. Funds will be available for 2026/2027 Fiscal Year which is June 1 through May 31. The limit for travel under this program is \$1,500.00 for Pre-Tenure Faculty and \$1,000.00 for Tenured faculty and Faculty Specialists. **Unused money from one fiscal year cannot be used in a subsequent fiscal year.**
7. Faculty must fill out a travel application completely, remembering to include the following:
 - a. Detailed and justified budget, including a total amount requested;
 - b. Chairperson's signature;
 - c. Back-up material (if available at time of application; if not, send application on time without material and forward them later);
 - d. Confirmation that one's paper or poster has been accepted is necessary for approval. Failure to submit documentation of paper acceptance and conference fee will result in the return of the incomplete application to the applicant.
 - e. Highlight on the program the relevant information regarding your participation.

8. Faculty are encouraged to look for the lowest rates for airfare, lodging and registration.
9. Please submit completed applications and registration to the Provost's Office no later than the Second Thursday of each month. If received after the due date, your application will not be considered until the following month's review.
10. **Faculty members who decide NOT to attend the conference or seminar after funds have been approved should notify the Provost in writing.**
11. **Applications submitted after the travel has taken place will be given the lowest priority and may receive no funding at all.**
12. Applicants are reminded that the Faculty Travel provisions of the University Travel Policy apply to faculty travel. All expenses are paid by the Travel Applicant and submitted for reimbursement, subject to the approval of the Travel Committee. For questions, please refer to the University Travel Policy on your My.Scranton page under financial links.