

**CLASS Travel Fund Application Procedures AY 2018-2019  
based on CSU-AAUP Agreement Article 26**

**March 2018**

**Eligibility**

- Open to current AAUP bargaining unit members
  - Travel fund support is intended to support faculty who have applied to present their work at a regional, national, or international conference in their discipline or who have other formal, defined, academically related events or tasks at a regional, national, or international conference
    - Travel support under Article 26 may not be available for faculty to attend a conference without a formal presentation or participation role in it
    - Travel support under Article 26 is not available for faculty to attend a conference related to program accreditation requirements

**Available dollars for CLASS**

Half of available funds will be made available for each semi-annual allocation

**Award range** will be \$500-\$2000 per fiscal year

**Submission date:** *Friday, April 6, 2018 for travel between July 1-December 31, 2018*

**Notification date:** *Faculty will be notified no later than April 26, 2017*

**Attached materials**

- 1) CLASS AAUP/Article 26 Application Procedure
- 2) AAUP/Article 26 Travel Application form

## **The CLASS AAUP/Article 26 Application Procedure:**

The CLASS Faculty Affairs Committee will review applications for AAUP (Article 26) travel funds and make recommendations for monetary allocations to the Dean.

### **Submitting a complete application**

The amount of funding to be allocated through the AAUP/Article 26 Travel Fund has a wide range. You must justify requests for relatively high amount of support by making a clear and compelling case for yourself. This includes the following:

- Estimate your itemized expenses completely and clearly, breaking the anticipated expenses down by the categories indicated on the application form
  - For lodging and per diem print-outs, consult this website:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
    - Please note: It is CSU policy to reimburse 75% of the per diem on the day of departure and the day of return
    - Adjust per diem for any meals provided
  - For airfare print-outs, you might want to visit some online travel websites, such as <https://www.google.com/flights/> or [www.expedia.com](http://www.expedia.com)
- Fully describe the purpose of your travel. All applicants *must* provide a copy of conference information showing place and date, abstract of their paper, proof of submission/acceptance (if not, explain the likelihood of being accepted).
- Identify the conference and the title or description of the presentation you submitted or had accepted – it is not sufficient to simply say “conference” or “present at conference.”
- Describe all anticipated sources of funding support, including personal funds; include specific account numbers on both the Travel Approval Form and the Article 26 Application form for the various CSU sources of support
- Describe clearly how missed classes or other responsibilities will be covered while you are traveling
- International travel will continue to receive close scrutiny by the Provost’s Office; please be sure to include in your materials documentation for invitations to present or collaborate, air and hotel itinerary, and clear explanation of the limits of reimbursement if the travel dates are longer than expected for the academic event for which travel funds are requested

- Please check your materials carefully for accuracy and completeness

### **ALLOCATION OF FUNDS**

1. The CLASS Budget & Planning committee will not consider requests for support that contain errors or omissions on the standard Travel Approval Form or on the AAUP/Article 26 Application form, including *per diem* rates, conference dates and titles, anticipated fees/expenses, required signatures, etc.
2. All legitimate requests will receive \$ 500 up to the maximum requested not to exceed \$2000.
3. Preference will be given to junior faculty presenters.
4. Preference for spring semester funding will be given to those who did not receive funding for fall semester.
5. Resources permitting, if not enough funds remain to fully fund travel, the relevance and prestige of the conference/event will be taken into consideration.
6. Unused allocations may be used to supplement underfunded requests or apply to unfunded requests at the discretion of the Dean.

If you have questions about the process or requirements, please be proactive and contact Sonya Charles ([s.charles@csuohio.edu](mailto:s.charles@csuohio.edu)) (Chair of the CLASS Budget & Planning) or Cheryl Bracken ([c.bracken@csuohio.edu](mailto:c.bracken@csuohio.edu)) as soon as issues arise so that clarifications can be attained as soon as possible and, most importantly, well before the submission deadlines.