

## **Oswald Travel Fund FY 2016**

All proposals for faculty travel, however to be supported, are to be submitted to the Department Office Manager using the [Request for University Travel form](#). If on that form a faculty member indicates that funding from the Oswald Travel Fund is requested, the Department Office Manager will forward the request to the Executive Committee for approval. Once that approval is obtained, the Department Office Manager will forward the request to Andy Anderson at the Shared Service Center. Department policies regarding the Oswald Travel Fund are below.

1. A faculty member should request funding from the College Faculty Travel Fund before requesting an allocation from these funds.
2. Proposals for travel to present a paper at a professional conference can expect routine approval. An electronic copy of the paper, or a link to a copy of the paper, should be submitted with the proposal.
3. Proposals to travel for purposes other than the presentation of a paper at a professional conference should include an explanation of the importance of the travel to the faculty member's professional development.
4. The funds will supplement College funds or pay for the air and/or ground transportation, hotel and conference registration, and the standard per diem rate, up to a maximum total support of \$1,500 for each domestic conference. For international travel the funds will supplement College funds or pay for the air and/or ground transportation, hotel and conference registration, and the standard per diem rate, up to a maximum total support of \$3,000 for a first international trip and \$2,000 for a second international trip.
5. Preference will be given to faculty members who have no other department provided discretionary fund that may be used for travel.