

TRAVEL TO CONFERENCE GRANT APPLICATION

Submit via the Blackboard **CBE Development and Research Committee Community Site** to the CBE Faculty Development and Research Committee in accordance with the announced deadline. Notice the time!

Name _____

Dept. _____

Title of Conference:

Place of Conference:

Conference Dates:

From _____ To _____
M/D/Y M/D/Y

Role at Conference: (check all that apply)

- ☐ Presenter of peer-reviewed paper
☐ Presenter of invited paper

Itemized Budget:

- | | | |
|----|--|-------|
| A. | Airfare (or other transportation) | _____ |
| B. | Registration Fees | _____ |
| C. | Lodging Cost | _____ |
| D. | Ground Transportation (____miles x rate ¹) | _____ |
| E. | Other (specify) meals | _____ |

TOTAL

Required Documentation: Attach proof of participation in conference (e.g., letter of acceptance or printed program). Also attach the full paper that you will be presenting.

Date of your last travel grant: _____

If you have received a travel grant in the past academic year, you also need to include proof that you have submitted a paper to a journal since the conference.

1) Mileage can be reimbursed in accordance with the current state approved rates. The most updated rate should be used based on [TU business travel office page](#).

The CBE D&R Committee would like to remind everyone of a few policies and procedures regarding travel grants:

- Travel grants are awarded periodically throughout the year based on the date of the conference. The deadline date to apply for a grant is firm. Applications for travel from 10/1-2/10 are due in early September. Applications for travel from 2/11-5/31 are due early February. Applications for travel from 6/1-9/30 are due late April. Please consult the call for applications for the exact due date.
- All applications for travel grants MUST be accompanied by a copy of a paper to be presented at the conference.
- When filling out your application, budget for the early conference registration rate. Registration expenses above and beyond the early rate are the responsibility of the traveler.
- Towson University has established meal reimbursement rates for high and standard cost cities. Please use the guidelines in the following link when budgeting for meals: https://www.towson.edu/financialservices/travel/documents/business_travel_procedure_manual.pdf The D&R Committee anticipates approving meal budgets that are within the allowable Towson ranges.
- Miles traveled in your own vehicle are reimbursed at standard rates. See the most recent travel expense voucher for the rate and budget accordingly.
- You will later need receipts for all reimbursement other than meals or miles traveled in your own car, including tollbooths, airport shuttles, hotel rooms (get a receipt split by the hotel if you shared a room), etc.
- We authorize payment amounts. Once you get our authorization, you need to file the appropriate forms with the Associate Dean to get reimbursed. See <http://inside.towson.edu/generalcampus/formsrepository/output.cfm> for forms.

The D&R Committee appreciates your attention to detail with the travel grant application process and values your contributions to your field.

If you have any questions, please ask your department representative.

Thanks!

CBE D&R Committee