Conference Participation: Pedagogy

Description: A small pool of funds is provided to support faculty travel to professional meetings to present papers describing innovations in teaching or other results of their pedagogical activities. Such meetings must be devoted to developments in pedagogy or have special sessions devoted to pedagogy.

Eligibility, funding guidelines and criteria are essentially the same as for regular Conference Participation support, except that there is no funding for faculty serving a discussant function only. Faculty who receive a conference participation travel grant are not eligible for a pedagogy grant except insofar as money remains on May 16 to fund second trips (see the “Deadlines” paragraph of the Conference Participation section of this document).

Application: Application for these funds should be made to Associate Dean Sunil Kukreja, Jones 212 or CMB 1020, on behalf of the University Enrichment Committee, on the same form used to apply for regular conference participation funding.

The following should be included with the application:

1. a completed "Request for Conference Participation Travel Funding" form, including signatures of the participant and the department chair;

2. an abstract or copy of the paper to be presented;

3. verification of the paper's acceptance. The Committee may approve a conference participation grant on the basis of the first two requirements subject to receipt of the official acceptance of the paper.

4. Foreign Travel Waiver documentation, if applicable.

Deadline: Applications are acted upon in the order received until funds are exhausted. Faculty should be sure to apply by May 15 because invariably funds are exhausted thereafter. Funding of second trips occurs on May 16 if any funds remain in the travel pool.

Reporting: Grant recipients shall provide the following reports to the University Enrichment Committee in care of Associate Dean Sunil Kukreja; Jones 212 or CMB 1020, within thirty days after the conference:

1. Reasonable evidence of participation at the conference, such as a copy of the final conference program or a copy of the paper presented, and

2. A completed "Expense and Reimbursement Record" available at http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/. Attach original invoices and receipts for all expenses. Be sure to include the airfare receipt and the conference registration fee receipt. Reimbursement cannot be made for expenses for which original receipts are not presented.
REQUEST FOR CONFERENCE PARTICIPATION TRAVEL FUNDING
to the UNIVERSITY ENRICHMENT COMMITTEE (via the Office of Associate Deans)

NAME ______________________________ DEPARTMENT ___________________________

TELEPHONE ______________________________ E-mail Address ___________________________

NAME OF MEETING _____________________________ PLACE OF MEETING: _____________________________

DATES OF MEETING: _____________________________

Please submit with this cover page an abstract or a copy of your paper to be presented and a letter of acceptance. If you are presenting a poster or acting as a discussant, please describe the presentation and the form in which the final report will be presented. A conference participation grant will pay for (1) the actual cost of your rail or airfare, (2) up to $40.00 toward ground transportation, (3) up to $125.00 toward lodging and meal expenses (for which you have receipts) for each night you are at the conference and (4) the actual conference registration fee. (If you are a discussant, the reimbursement is 60% of these amounts). The total reimbursed for lodging, meals, and registration fee will not exceed $740.00. The total amount of the grant will not exceed $1,350.00 for travel to domestic destinations or $1,570 for travel to international destinations. Although the amounts to be reimbursed under the grant cannot be known until you actually incur these costs, the amounts anticipated based on your application are shown below. The actual amounts of the grant will be adjusted upward or downward based on your actual expenses for the areas listed below.

**Anticipated Expenses:**

- **Rail or Air Fare** ____________________________ + $40 Ground fares ................................. $ __________
- OR
- **Car Miles** ____________________________ @ .56 cents per mile ................................. $ __________

Number of Nights You will be at the Conference ________

- (1) Lodging and Meals = # of Nights @ $125 $ __________
- (2) Conference Registration Fee $ __________

Total of (1) Lodging and Meals and (2) Conference Registration Fee (Maximum is $740) .... $ __________

**Total Anticipated Expenses** (Maximum is $1350 domestic; $1570 international) ....................... $ __________

**FOREIGN TRAVEL:** Does your conference participation involve travel outside of the United States?  Yes _____ No _____

If yes, please list the name of all countries where you plan to travel:

- Please sign a Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form and include a copy with your application materials, http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-development/.
- Are any of the above-named countries currently on either the Department of State’s travel warning list, http://travel.state.gov/content/passports/english/alertswarnings.html or on the Centers for Disease Control’s travel health warning list, http://wwwnc.cdc.gov/travel/notice/?s_cid=cdc_homepage_topmenu_003? If so, please include a signed Special Waiver and Acknowledgement for Faculty Foreign Travel form, http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-development/ with your application materials.

I agree to provide the University Enrichment Committee a report consisting of reasonable evidence of my participation at the conference, such as a copy of the final conference program or a copy of my paper/scholarly work, and the completed Expense and Reimbursement Record for University Enrichment Funds with original receipts, including especially the airfare receipt and conference registration fee receipt.

______________________________
Signature of Travel Grant Applicant

______________________________
Date

As the Department Chair, I agree to assess professionally the written presentation should I be requested to do so by the University Enrichment Committee.

______________________________
Signature of Department Chair

______________________________
Date

Please send your Travel Grant Application to Associate Dean Sunil Kukreja, CMB 1020, Jones 212.

Revised July 2014
Please return this form and original receipts to Associate Dean Sunil Kukreja within ten days of your trip.

Be sure to submit original receipts for all expenses and to attach a copy of your final presentation.

<table>
<thead>
<tr>
<th>1. Automobile destination and dates:</th>
<th>Paid by university cash advance or p-card</th>
<th>Paid by you, the grant recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$________________</td>
<td>$________________</td>
</tr>
<tr>
<td>Total Miles __________ @ .56 cents per mile...........................................</td>
<td>1.</td>
<td>$________________</td>
</tr>
<tr>
<td>2. Rental Car..........................................................</td>
<td>2.</td>
<td>$________________</td>
</tr>
<tr>
<td>3. Tolls, Fares, Parking (List) ........................................</td>
<td>3.</td>
<td>$________________</td>
</tr>
<tr>
<td>4. Rail or Air Fare...........................................</td>
<td>4.</td>
<td>$________________</td>
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<tr>
<td>5. Lodging (where you stayed) Cost ......</td>
<td>5.</td>
<td>$________________</td>
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<tr>
<td></td>
<td></td>
<td>$________________</td>
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<tr>
<td>Total cost of lodging ...........................................</td>
<td>5.</td>
<td>$________________</td>
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<tr>
<td>6. Meals (If you ate with someone else, please note your cost on the receipt) Cost</td>
<td>6.</td>
<td>$________________</td>
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<tr>
<td></td>
<td></td>
<td>$________________</td>
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<tr>
<td>Total cost of meals ...........................................</td>
<td>6.</td>
<td>$________________</td>
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<tr>
<td>7. Registration fee ........................................</td>
<td>7.</td>
<td>$________________</td>
</tr>
<tr>
<td>8. Total Expenses (Add items 1 through 7) ........................................</td>
<td>8.</td>
<td>$________________</td>
</tr>
<tr>
<td>9. TOTAL paid by the university ........................................</td>
<td>9.</td>
<td>$________________</td>
</tr>
<tr>
<td>10. TOTAL paid by you ................................................</td>
<td>10.</td>
<td>$________________</td>
</tr>
<tr>
<td>11. Cash advance you received from the university ......................................</td>
<td>11.</td>
<td>$________________</td>
</tr>
<tr>
<td>If your expenses have exceeded your expected UEC allocation and the department travel account will cover some or all of the overage, please ask your department chair to complete the section below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Maximum amount to be charged to department travel budget ........................................</td>
<td>12.</td>
<td>$________________</td>
</tr>
<tr>
<td>Department Index Number: ___________________</td>
<td>Department Chair Approval ___________________</td>
<td></td>
</tr>
</tbody>
</table>

Rail or airfare: 640___ $________________ Ground transportation: 640___ $________________ Lodging: 640___ $________________ Meals: 640___ $________________ Registration: 640___ $________________ Mileage: 640___ $________________

Total to be charged to UEC Grant: $________________ Index Number ___________________

Approved by Sunil Kukreja ___________________ Date: ___________________