Course and Seminar

Description: Funds are provided for the purpose of supporting the enrollment of faculty members in short-term courses or seminars. The objective of such activities should be the extension of established disciplinary expertise or the acquisition of knowledge in a separate but clearly related field. Normally, short courses or seminars offered before or after professional conferences will be funded on a per diem and tuition basis. Travel to the conference should be funded from departmental travel funds or, if applicable, from conference participation funds. To be funded, evidence of substantial work, such as pre-seminar or course reading or post-seminar reports, is required. Course and Seminar funds will support travel to the same course only once every five years.

Eligibility: These funds are intended for the use of tenure-line faculty, faculty holding fulltime three-year assistant professor appointments, and full-time, continuing artists-in-residence. Up to ten percent of the course and seminar funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Funding, up to 50% of total allowable expense including travel, tuition, and other per diem expenses up to a maximum of $995 per year, may be requested. (The $995 maximum per year may be used on a single program or several programs.) Instructors and visiting faculty with less than three years of service at the university and non-tenure-line short term replacements of tenure-line faculty will not be funded. Please see policy statement and documentation required for university support of travel outside the United States.

Application: The application (attached below) for these funds should be made to the University Enrichment Committee in care of Associate Dean Sunil Kukreja. If applicable, also include Foreign Travel Waiver documentation.

Deadline: Applications must be received by May 15 for consideration in the current fiscal year. Application, on a first-come first-served basis, should be made at least sixty (60) days before commencement of the course.

Reporting: A faculty member receiving such funds shall provide the following reports within thirty days after completion of the course or seminar:

1. When the course or seminar is complete, a report of substantial nature will be provided. It should include a summary and critical review of the course content, an outline of the professional growth and development as a result of the experience and an explanation of the impact of the course in his/her future teaching and/or professional advancement. The report should be submitted by the faculty member to the University Enrichment Committee through the Office of the Associate Deans. Upon acceptance of the report, funding will be released.

2. A completed "Expense and Reimbursement Record" (attached below).

3. Attach original invoices and receipts for all expenses and submit to the Office of the Associate Deans. 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.

Special Provisions: Faculty completing such courses or seminars are encouraged to share the results formally with their colleagues.
REQUEST FOR CONFERENCE PARTICIPATION or COURSE AND SEMINAR 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 ____________________________ @ .555 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 (available on the university website) and include a copy with your application materials.

• Are any of the above-named countries currently on either the Department of State’s travel warning list, http://www.travel.state.gov/travel/cis_pa_tw/tw_1764.html or on the Centers for Disease Control’s travel health warning list, http://wwwn.cdc.gov/travel/default.aspx? If “yes”, please include a signed Special Waiver and Acknowledgement for Faculty Foreign Travel form (available on the university website) 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 7/13
UNIVERSITY OF PUGET SOUND
Expense and Reimbursement Record for University Enrichment Funds

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.

Name ___________________________ CMB ________ Date ___________ Phone ___________ Email _____________________

Travel to ___________________________________________________________________ for ________________________

1. Automobile destination and dates:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
<th>Paid by University</th>
<th>Paid by You, the Grant Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Miles @ 55.5 cents per mile</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>2. Rental Car</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>3. Tolls, Fares, Parking (List)</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>4. Rail or Air Fare</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>5. Lodging (where you stayed)</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>6. Meals (If you ate with someone else, please note your cost on the receipt)</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>7. Registration fee</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>8. Total Expenses (Add items 1 through 7)</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
</tbody>
</table>

9. TOTAL paid by the university | $__________ | |
10. TOTAL paid by you | $__________ | |
11. Cash advance you received from the university | $__________ | |

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.

12. Maximum amount to be charged to department travel budget | $__________ |
Department Index Number: __________________________  Department Chair Approval __________________________

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: __________________________

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