Cultural Currency

Description: Funds are provided each year for the purpose of supporting faculty members whose professional credibility requires periodic residence in foreign cultures. These funds are to serve the currency of faculty members in the society or societies of their teaching programs and are separate from awards for research. Activities covered by these funds include travel to foreign areas, lodging and meals, tuition for advanced language study, and other relevant costs of maintaining currency in relevant cultures.

Eligibility: These funds are intended for use by tenure-line faculty members and instructors, in both cases faculty members who have been in full-time service at the university for at least three years and whose teaching programs include foreign areas in a primary way. One grant of $3,000.00, or more grants at lesser amounts, will be available per year. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the University Enrichment Committee in care of Associate Dean Sunil Kukreja, CMB 1020 or Jones 212, via the department chair. The application should include:

1. Completed “Request for Cultural Currency Travel Funding” form (below or at http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/) which includes a statement describing
   - the teaching program to be sustained by the award,
   - the activities planned for the award period,
   - a detailed budget, and
   - the reasons why other funding is unavailable for foreign travel/residence.

2. Foreign Travel Waiver documentation.

Preference will go to deserving applicants who lack other opportunities for such travel/residence, and who can demonstrate clear curricular application of activities supported by the award (which may be during the summer, the winter break, or another block of time, and should involve at least four weeks in the targeted culture).

Deadline: Application for cultural currency awards shall reach the committee on or before February 1.

Reporting: A faculty member receiving an award for cultural currency shall submit a written report of the activities undertaken by August 31 of the year during which the award was granted. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.

The faculty member must also complete the "Expense and Reimbursement Record" available below or at http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/. Attach original receipts for all expenses and submit to the associate dean. Reimbursement cannot be made for expenses for which original receipts are not presented.
REQUEST FOR CULTURAL CURRENCY TRAVEL FUNDING

to the University Enrichment Committee

Due February 1, 2015

NAME: ___________________________ DEPARTMENT: ___________________________

TELEPHONE: _______________ E-MAIL: ______________________________ CMB: __________

DESTINATION: ________________________________________________________________

DATES OF VISIT: __________________________________________________________________

1. **Written Statement:** Attach an application that specifies (1) the teaching program to be sustained by the award, (2) the activities planned for the award period, (3) a detailed budget (attach an explanation of any items which need clarification), and (4) the reasons why other funding is unavailable for foreign travel/residence.

2. **Budget Proposal**

   **Total Budget Requested:** $___________

   **Transportation:** $___________
   - Airfare
   - Local Transportation
   - # of Auto Miles ____ x $0.56/mile = $___________

   **Lodging and Meals** $___________

   **Other Expenses (Please itemize on attached sheet)** $___________

3. **Foreign Travel Waivers:** 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-developme/](http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/).

   - 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](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/notices](http://wwwnc.cdc.gov/travel/notices)? If so, please include a signed Special Waiver and Acknowledgement for Faculty Foreign Travel form, [http://www.pugetsound.edu/gateways/faculty/faculty-professional-developme/](http://www.pugetsound.edu/gateways/faculty/faculty-professional-developme/).

As the applicant, upon completion of the trip, I agree to provide a report of activities funded by the grant and original expense receipts to the University Enrichment Committee in care of Associate Dean Sunil Kukreja, Jones 212, CMB 1020.

________________________________________________________________________

**Applicant**

Date

As the department chair/school director, I agree to assess professionally the report requested by the University Enrichment Committee.

________________________________________________________________________

**Department Chair/School Director**

Date

Please send your Cultural Currency Application by February 1, 2015 to Associate Dean Sunil Kukreja, CMB 1020, Jones 212.

Rev. July 2014
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.

<table>
<thead>
<tr>
<th>Name ___________________</th>
<th>CMB ______</th>
<th>Date ___________</th>
<th>Phone _______</th>
<th>Email _____________________</th>
</tr>
</thead>
</table>

Travel to ________________________________________ for __________________________________________

1. Automobile destination and dates:

   Total Miles __________________ @ .56 cents per mile …………...

   1. Paid by university cash advance or p-card: $_________________
      Paid by you, the grant recipient: $_________________

2. Rental Car: ……………………………………………………...

   2. $_________________

3. Tolls, Fares, Parking (List): ……………………………………….

   3. $_________________

4. Rail or Air Fare: ………………………………………………….

   4. $_________________

5. Lodging (where you stayed) Cost __________________

   5. Total cost of lodging: $_________________

6. Meals (If you ate with someone else, please note your cost on the receipt) Cost __________________

   6. Total cost of meals: $_________________

7. Registration fee: ………………………………………………….

   7. $_________________

8. Total Expenses (Add items 1 through 7): ………………………………...

   8. $_________________

9. TOTAL paid by the university: ………………………………………...

   9. $_________________

10. TOTAL paid by you: ………………………………………………...

    10. $_________________

11. Cash advance you received from the university: ……………………...

    11. $_________________

   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: ……………………...

    12. $_________________

    Department Index Number: __________________________

    Account Number: __________________________

    Department Chair Approval: __________________________


------------------------------------------------------------------(Below this line for UEC use only.)------------------------------------------------------------------

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: ___________________