ARTS & SCIENCES TRAVEL FUNDS

**Purposes and Amounts**

The Arts and Sciences Travel Fund is supported by assistance from The Arts and Sciences Foundation, the Dean’s Discretionary Fund, and other sources to enable faculty to attend meetings of learned and scientific societies. The annual travel awards are listed below:

- **$1,000** for tenure track assistant professors, untenured associate professors, tenured associate and full professors, instructors with special provision and senior lecturers.
- **$2,000** for department and curriculum chairs for travel. In this case, the purpose of the travel may also be to conduct departmental business, such as the recruitment of faculty or placement of graduate students.
- **$750** for permanent full-time fixed-term teaching faculty who have been in the College for at least one year. This generally applies only to lecturers but may include full-time paid adjunct teaching faculty.

Travel receipts must be submitted within 30 days of the return travel date. If the receipts are submitted after 30 days, an explanation as to why they are submitted late is required by the University’s Travel Office. To comply with University policies and allow adequate time for processing through University offices, we must adhere to this thirty-day time frame.

If the faculty member returns before the first Friday in June, they must use the current fiscal year funds. If they return after the first Friday in June, they may use the following fiscal year funds if necessary and if they are available.

**Eligibility Limitations**

Since funds are limited, the travel grants are meant to be a support system available in lieu of other funds. The following exceptions therefore apply:

- Distinguished named professors are not eligible, as they may use their research stipend for travel purposes. (Note: Chairs who are distinguished professors are still eligible for the chair travel allocation.)
- Faculty who receive $100,000 or more in grants for the year are **not** eligible to receive Arts & Sciences travel funds.
- Visiting and part-time faculty, full-time fixed term faculty in rank less than one year, research and clinical faculty, faculty in phased retirement, and EHRA non-faculty are **not** eligible.

Additional funding opportunities administered through the University’s Office of Research Development can be viewed [here](#).

**Scholarly Travel**

To receive funding, the applicant must be traveling for one of the following purposes:

- To attend a scholarly or professional meeting at which they will present a paper, participate in a panel discussion, or preside over a session they have organized.
- To attend a meeting of a scholarly association in which the applicant holds an officer position.
• To participate in recitals or artistic exhibitions of an academic, non-commercial nature.

**Travel Limitations:**

• Travel for meetings sponsored by University-related organizations or by individuals connected with the University is not covered.
• Research-related activity, such as travel to a special archive, is not covered.

**Funding Procedure**

Complete an Arts and Sciences Travel Funds Application PRIOR to submitting the web travel reimbursement request and send it to Kim Wallace via email (wallack@email.unc.edu). Special Note: Advance submission enables the Dean's Office to inform the applicant of any problems of eligibility before the traveler incurs any expense.

Within a week of the trip's completion, a completed web travel request document with receipts for transportation, hotels, and registration should be completed within the online web travel system by the home department and submitted to the Dean’s Office for review. Prior to submitting the web travel request for approval, departments should enter the Dean’s Office department number (300100) into the “dept #” field of the accounts section at the bottom of the travel document. No chartfield string should be entered. The request will automatically route to the Dean's Office for review.

To obtain reimbursement using the Central Air Billing System (CABS), prepare the CABS form, leaving the chartfield string blank, and save the travel action as “incomplete.” Then call or email Kim Wallace (919-962-6731; wallack@email.unc.edu) with the travel form number and she will insert the appropriate Dean’s Office chartfield string prior to approving the request.

If the travel requires international insurance or use of a State Motor Pool vehicle, the department must use their own chartfield string and submit a correcting journal entry to charge approved Arts & Science travel funds.

The application form for Arts & Sciences travel grants is available on the Business Operations website: [http://casbo.web.unc.edu/forms/finance-forms/](http://casbo.web.unc.edu/forms/finance-forms/).

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