



## College of Liberal Arts Conference Funding Policy

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*(Adopted November 2016)*

In an effort to promote faculty research and professional engagement, CLA is adopting the following conference funding support policy.

*This policy applies only to tenure-line faculty.*

The Dean's office will top-up conference funding provided by a department to its faculty members who present a paper at a national or international conference. The top-up funding by the Dean's office will not exceed \$500 per faculty member per academic year and will reimburse actually incurred costs (i.e., it is not a lump sum payment).

To receive top-up funding, the following conditions must hold:

1. The faculty member must be presenting a paper (need not be sole-authored) at the conference and supply evidence to support this (conference program; email acceptance of paper from conference organizer). Participation as panel chair or discussant will not be covered.
2. The Department must cover the first \$1,000 of expenses from departmental funds.
3. A faculty member is eligible for one top-up each academic year.
4. The faculty member must submit the CLA Faculty and Staff Travel Authorization Request Form with required signatures prior to initiating travel to the conference.

**FACULTY & STAFF TRAVEL AUTHORIZATION REQUEST FORM**

**SUBMIT THIS FORM TO MARY LONGS ([mmiddl01@temple.edu](mailto:mmiddl01@temple.edu)) FOR DEAN'S OFFICE APPROVAL**

**Paper Copies Will No Longer Be Accepted.**

Save Form as:

TUID\_LastName\_FirstName\_Dept.Org#\_FiscalYr\_DateSubmitted\_TravelRequest  
123456789\_Temple\_CLA\_018010\_2018\_110217\_TravelRequest

Name: TUID: Department Rank

Requests travel reimbursement in connection with the following activity (check all that apply and provide details):

Present Paper (give title & specify event/conference)	Attend Conference (identify event)
Service on Panel (give title & identify event)	Others (please specify)

Details:

Will you receive an honorarium? Yes If yes, state the amount? No

Will class times be missed? Yes No  
If **Yes**, how will classes be covered during absence?

**Estimated Costs:**

Registration Fee  
\*Auto \$.53 per mile:  
\*Air (economy rate):  
\*Train  
\*Meals:  
Misc. (parking, taxi, etc)  
Total Requested

**Requested Funding:**

Department  
Other (specify source)  
Other (specify source)  
Total

*\*By submitting this form to my department, I agree to comply with Temple University travel and Purchasing Card Policies. I will submit a CONCUR travel expense report within 15 days of my return. See <https://finance.temple.edu/travel-and-expense> for current per diem rates, mileage allowances and general travel information including the Temple University travel policy.*

**NOTE: PLEASE ATTACH SUPPORTING DOCUMENTATION. LIMITED DEAN'S OFFICE FACULTY TRAVEL FUNDS ARE AVAILABLE ON A CASE-BY-CASE BASIS.**

FOAPAL: Dept: 100000 - - 7500 - 01 Other: - 7500 -  
Other: 7500 -

Applicant Date Dean's Office Approval Date

Chairperson/Director Date