

Department Funding Policy for Conference Expenses for Faculty

The department encourages faculty to present research findings at national and international meetings. To facilitate such, the department assists in defraying costs as follows.

General Guidelines:

- the total amount of funding per faculty member per fiscal year is \$650.00
- a faculty member must present research at a conference in order to receive funding from the department
- submit to the department chair for approval a completed *Faculty and Staff Travel Authorization Request Form*, available on the department Web site. Indicate in the “proposed sources of funding” column the amount requested from the department

Approved 4.19.05