

# Proposal for Faculty Travel Funds

***Submission deadline 9-1-2011.***

This proposal is to be used for conferences occurring within the 2011-12 fiscal year. If your conference will take place in July, August or September 2011, your Dean will contact you by May 31 with a decision about support. Otherwise, you will be notified September regarding your proposal.

Please do not submit requests for conference travel that will occur after July 1, 2012 as these should be submitted in May 2012.

Your Dean will review all travel proposals for the school and notify the Academic Affairs Office which proposals are approved and the maximum amount given to each. Upon approval, you will receive authorization, via email, from your Dean or Deans' Assistant. Please note the following:

- You may attach a copy of the email authorization to your expense reimbursement form or purchase order, whichever applies.
- Airfare, rental car, and hotel expenses may be purchased through Expedia Corporate. Please contact Andy Dunn, [adunn@georgefox.edu](mailto:adunn@georgefox.edu) or Ext. 2162, to set-up an account.
- If you purchase airfare, rental car or hotel accommodations through an established vendor, a purchase order is preferred as it allows those companies to bill George Fox directly.
- Expense Reimbursement Forms are most commonly used for travel purchases. Purchase orders, check requests and expense reimbursement forms, ***with original receipts attached***, are to be sent to your Dean's assistant for the cost center number and signature. Please use the most current expense reimbursement form found at [http://www.georgefox.edu/offices/fin\\_affairs/FORMS.html](http://www.georgefox.edu/offices/fin_affairs/FORMS.html).
- Please keep records of your conference (or other) travel for use in updating your Faculty Growth Plan, submitted annually to the Academic Affairs Office.
- Please be aware that a current Faculty Growth Plan is required in order to receive professional growth funds.
- If you are a new faculty member, you may submit a rationale for the request consistent with the growth plan instructions (available via the Resources for Faculty webpage).

Please use the following link to submit your proposal for faculty travel:

<https://spreadsheets.google.com/a/georgefox.edu/spreadsheet/viewform?hl=en&hl=en&formkey=dHR2QWhVRGNVQTRTaXp1RXowbDhwWEE6MQ>

Contact your Deans' Assistant if you need additional assistance. Thank you.