

Proposal for Faculty Travel Funds

Deadline is September 1 for the up-coming academic year. Requests are submitted through an on-line form generated by Academic Affairs and distributed to faculty by email the preceding May.

Requests for conference travel that will occur after July 1 will be considered in May. Please forward these requests directly to your Dean.

Your Dean will review all travel proposals for the school. Upon approval, you will receive authorization, via email, from your Dean or Deans' Assistant. Please note the following:

- Airfare, rental car, and hotel expenses may be purchased through Expedia Corporate. Please contact Matt Hammar, mhammar@georgefox.edu or Ext. 2162, to set-up an account.
- Expense Reimbursement Forms are most commonly used for travel purchases and are to be sent to your Dean's assistant, **with original receipts attached** 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.
- To expedite reimbursement, complete the Direct Deposit for Expense Reimbursement form at http://www.georgefox.edu/offices/fin_affairs/Direct%20Deposit%20For%20Expense%20Reimbursement_Fillable.pdf. Otherwise, expect to receive your reimbursement in 4-6 weeks. If you have questions, you may contact the Financial Affairs Office for details.
- Keep records of your conference (or other) travel for use in updating your Faculty Growth Plan, submitted annually to your School Dean.
- A current CV and Faculty Growth Plan are 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).

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