

## 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.***

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. [Review instructions here](#). Please contact Matt Hammar, [mhammar@georgefox.edu](mailto:mhammar@georgefox.edu) or Ext. 2162 if you need assistance setting up your account.
- Travel expenses will be reimbursed through the University's reimbursement system (Concur.) Faculty members are responsible for setting up their own Concur account and can access that [information here](#).
- 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.