

## Faculty Travel Award Application Process

Applications are accepted throughout the year. Applications will be processed in the order in which they are received and allocations made until funds earmarked for this purpose are exhausted. One half of the yearly budget will be allocated for travel from July through December, the second half from January through June.

### Due Date

Complete applications must be submitted to the Office of Faculty Affairs at least one week prior to travelling.

### Submission Checklist

#### Domestic and International Travel

- Office of Faculty Affairs and Professional Development [Faculty Travel Award Application](#)
- [Request for Authorization to Travel](#)
- Abstract of the paper/poster to be presented.
- Letter or email which lists the date and place of the conference and states the acceptance for presentation through a **peer reviewed/juried process.**
  
- An estimate/quote for your roundtrip airfare from the San Francisco Bay Area to the city/state/country in which conference is being held i.e., online itinerary or airline booking confirmation. Please note that the fare should be the least expensive available advanced purchase price. Economy class only; no baggage fees
  
- An estimate/quote for your lodging only in which conference is being held. The in-state and out-of-state lodging rate for campus employees is \$275.00 per night, excluding taxes. Rates in excess of the newly approved maximum limit must be pre-approved by completing the [Authorization for Exception to the Travel Policy](#) addressed to the Provost.

#### International Travel-Additional Forms

- Risk Management approval signature on [Request for Authorization to Travel](#) form or a memo from Risk Management to Provost
  
- If travelling to a high hazard country Chancellor approval is required as well as a signed memo from the President and Provost
  
- Request for Foreign Travel Insurance Program (FTIP) Coverage