

The guidelines stated here will provide the starting point for the allocations this year, but they will be adjusted as circumstances require.

**Domestic Grant Amount: \$1,300**                      **International Grant Amount: \$1,500**  
**Application Deadlines: July 1, September 1, December 1, April 1**

**Travel grant applications will be considered for the following traveling purposes:**

- A.** To give a scholarly presentation or an artistic performance at a professional meeting.
- B.** To participate in a scholarly conference as a critic or discussant.
- C.** To participate in a scholarly conference as a session organizer/chair of a session.
- D.** To participate in a scholarly conference in a leadership role.
- E.** To attend a scholarly or pedagogical meeting.

**Guidelines for Submission:**

1. Please submit one travel grant request for up to \$1300 for domestic or \$1500 for international travel July 1, September 1, December 1, or April 1. If requested expenditures are lower than \$1300, the allocation can be used for a second travel grant. Faculty will need to submit another application to use the remaining funds for travel to a second conference.
2. Allocations are not ordinarily made for travel to another institution to act in a capacity for which reimbursement should come from that institution.
3. Requests to use funds that have been allocated for a purpose other than the one indicated on the form must be made in writing and before the date on which the funded activity was to occur.
4. Unclaimed or unused funds are not held in the name of the intended recipient; rather, after revision they are put back to pay for later requests.
5. Travel vouchers must be submitted within 30 days of the completion of the trip, and reimbursements will not be made for receipts more than 90 days old. Please make every effort to return receipts as soon as possible upon your return. A listing of full travel and transportation guidelines is available at <https://www.drake.edu/busfin/guidelinesandpolicies/accountspayableguidelines/#travelpolicy>  
Airline travel must be booked through [Short's Travel](#).
6. Vouchers must be accompanied by photocopied pages from conference programs showing the session in which the presentation occurred.
7. A per-diem is provided to employees traveling on University business to cover meals and incidental expenses (including tips) upon completion of the travel. Twelve metro-areas are eligible for the High rate per diem. Except for those 12 High rate locations, the Low rate per diem will apply. For full details, please consult <https://www.drake.edu/busfin/guidelinesandpolicies/accountspayableguidelines/#meals>
8. Applications for travel grants should estimate the full costs of the travel, not simply the amount requested from the University.
9. Except in unusual circumstances, visiting faculty are annually eligible for a single grant of up to \$900.

Important Notice from the Controller: An IRS regulation, effective July 1, 1990, requires the University to tax recipients of travel advances for FICA and federal income tax on the amount of the entire advance ONLY if the vouchers and excess advance are not returned in a timely fashion. Drake University policy requires submitting an approved travel voucher and return of excess advance within one week of the trip. Please be aware of this requirement so that you can avoid additional and unnecessary taxation.

**Drake University- College of Arts & Sciences  
Application for Travel Grant**

Tenured or tenure-track faculty may apply annually for one grant for \$1300 for domestic or \$1500 for international travel. Full-time visiting faculty are eligible each year for a single grant of up to \$900.

Please submit one electronic copy to [kayla.jenkins@drake.edu](mailto:kayla.jenkins@drake.edu) for which funding is sought.

**A copy of conference program must be submitted with each reimbursement request.**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

I propose to attend the professional meeting described below:

**Organization:** \_\_\_\_\_ **Place of meeting:** \_\_\_\_\_

**Dates of attendance:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Purpose:**

- A. To give a scholarly presentation or an artistic performance at a professional meeting.  
Titled: \_\_\_\_\_
- B. To participate in a scholarly conference as a critic or discussant.  
Titled: \_\_\_\_\_
- C. To participate in a scholarly conference as a session organizer/chair of a session.  
Titled: \_\_\_\_\_
- D. To participate in a scholarly conference in a leadership role.  
description: \_\_\_\_\_
- E. To attend a scholarly or pedagogical meeting.  
\_\_\_\_\_

**Estimate of Expenses:**

**Estimated Total**

**Travel Mode:** Air \_\_\_\_\_ Auto \_\_\_\_\_ Rental \_\_\_\_\_ Other \_\_\_\_\_ \_\_\_\_\_

**Hotel:** \_\_\_\_\_ nights at \_\_\_\_\_ per night

**Food:** \_\_\_\_\_ per day (\$40/50max) \_\_\_\_\_

**Registration:** \_\_\_\_\_

**Incidentals:** \_\_\_\_\_

**Sub Total:** \_\_\_\_\_

**Funding from other sources:** \_\_\_\_\_

**Total requested from A&S Travel\*:** \_\_\_\_\_

\*please indicate the total amount needed for travel.

Allocation category: \_\_\_\_\_

Amount Authorized: \_\_\_\_\_

DEAN'S APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_