

## TRAVEL GRANT ALLOCATION GUIDELINES

College of Arts and Sciences

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: \$1,500**                      **International Grant Amount: \$2,000**  
**Application Deadlines: September 1, December 1, March 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 conference or meeting (none of the above categories apply)

### Guidelines for Submission:

1. Please submit one travel grant request for up to \$1,500 for domestic or \$2,000 for international travel. Deadlines for submissions this year are September 1, December 1, or March 1. **SUBMIT COMPLETED REQUEST TO Jennifer Cooper at [ask.as@drake.edu](mailto:ask.as@drake.edu).**
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, they will be returned to the general pool to be used for other travel requests.
5. Airline travel must be booked through [Travel Leaders / Concur Solutions](#). Reach out to your department's administrative assistant for help with booking.
6. Travel vouchers must be submitted **within 30 days** of the completion of the trip to [Emily Hartman](#), and reimbursements will not be made for receipts more than 90 days old. Please make every effort to scan and return itemize receipts as soon as possible upon your return. A listing of full travel and transportation guidelines is available at <https://www.drake.edu/media/universitypolicies/financial/travel-expense-policy.pdf>
7. Drake University has switched from per diem for business travel to reimbursing actual expenses occurred for food. Federal government per diem rates will determine maximum reimbursable expenses for food. Federal per diem rates can be found under the following links for [domestic](#) travel (select travel destination and see Meals & Incidentals (M&IE) for maximum food cost) and for [international](#) travel.
8. Applications for travel grants should estimate the full costs of the travel, not simply the amount requested from the College.

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 \$1,500 for domestic or \$2,000 for international travel.

Please submit one electronic copy to [jennifer.cooper@drake.edu](mailto:jennifer.cooper@drake.edu) for which funding is sought. After receiving approval, submit receipts to [emily.hartman@drake.edu](mailto:emily.hartman@drake.edu) for reimbursement.

**Name:**

**Department:**

I propose to attend the professional meeting:

**Organization:**

**Place of meeting:**

Conference website/ link:

**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 conference/meeting

Titled:

### Estimate of Expenses:

### Estimated Total

Travel Mode:	Air	Auto	Rental	Other	_____
<b>Hotel:</b>	_____ nights at		_____ per night		_____
<b>Food:</b>	_____		_____ per diem rate		_____
<b>Registration:</b>	_____				_____
<b>Incidentals:</b>	_____				_____
				<b>Sub Total:</b>	_____
				<b>Funding from other sources:</b>	_____
				<b>Total requested from A&amp;S Travel*:</b>	_____

\*Please indicate the total amount needed for travel.

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

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

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

Date: \_\_\_\_\_