

GSS Adjunct Travel Authorization and Travel Funding Application

Name:

Panther ID:

Application Date:

Date Received:

Please list the classes you are currently teaching, or taught last semester, for GSS (if you have taught more than three, you can just list the most recent 3):

Please list any classes you are scheduled to teach next semester:

NOTE: At least one of the classes you have recently taught, or will teach next semester, should be a fully online class to qualify for this funding.

PhD graduate of GSS? Yes No If so, what year?

Title of Conference:

Travel Dates:

Conference Location:

Delivering Presentation?: Yes No PLEASE SELECT ONE AND ATTACH CONFIRMATION

Title/Session Name:

We can fund up to \$1000.00 of travel expenses through this program.

Have you received departmental funds in the last 12 months? Yes No

If so, when (month and year) and how much:

Please include all anticipated expenses:

In order to qualify for this funding, you will need an acceptance from a "real" academic or pedagogical conference. You also need to attend a talk or panel that directly addresses online instruction. You will need to provide a brief report (no more than one page) on what you learned at this panel or training along with your receipts for reimbursement. If you are unsure if the conference you are attending meets these basic requirements, please contact Associate Chair. **Please provide the title, date, and time of this panel, talk, or pedagogical training:**

TRAVEL HOUSEKEEPING:

- After this application is approved, a TA can be submitted on your behalf in PantherSoft. This must be approved BEFORE you can make any purchases. If you purchase anything before this approval, there is a chance you will not be reimbursed.
- You can arrive at your destination no earlier than ONE day before your event begins and depart no later than ONE day after it ends. If you have to fly earlier or later, you MUST provide a flight comparison that shows it would've been more expensive to follow this rule. If you don't, no reimbursement will be given. All airfare purchases must be in Economy.
- All purchases regarding travel will be made out of pocket, EXCEPT memberships. If you need to purchase a membership for an academic organization in relation to your trip, please let staff member know so we can purchase using our departmental credit card. Memberships cannot be reimbursed by Travel.
- All receipts must be turned into staff member once trip concludes. If you lose a receipt, there is a chance you will NOT be reimbursed. For airfare receipt, please provide a detailed one showing days/times you arrived and departed. Please also include a conference/research agenda/schedule, and translation on each receipt if it is in a foreign language. Food receipts are not required since a per diem is given based on your destination and length of trip.
- Please note that nightly hotel limits are imposed by the U.S. General Services Administration and the Department of Defense that depend on your destination within and outside of the US. Please ask staff member for appropriate link to plan accordingly if in doubt.
- If the conference you attend serves food, you are required to attend the meals provided by them and per diem will not be approved.