Faculty Research Travel Process

- Faculty member routes Travel Authorization Request (TAR) to administrative staff.
- Refer to COE’s “Faculty Research Travel Policy” to verify that the faculty member is eligible for Faculty Travel Grant (FTG).
- Ensure the following on the Travel Authorization Request (TAR):
  - “Faculty Travel Grant” box must be checked if the traveler is using FTG funds.
  - Purpose of travel must be to present an original research paper.
  - Verify that chairs and associate deans have provided name(s) of colleagues assuming duties.
  - Verify that conference and travel dates match; check the conference website to confirm dates. If travel dates are more than one day before or after the conference dates, there must be an explanation in the “Request Notes” section.
  - Verify that the destinations on the TAR match the documentation and the conference website.
  - Verify accounts:
    - Graduate Studies’ FTG: 30-0006-6051.
    - Other departmental account, if needed.
    - “International Travel” must be marked “Yes” for international destinations.
    - If international travel, the TAR will need to route through the Dean’s Office for review and approval.
    - Refer to the International Travel Policy and Process instructions, including restricted regions requests, on the COE Wiki
- Attach the required documentation:
  - Pending FTG application, if applicable.
  - Abstract/description of paper.
  - Email/other confirmation of acceptance.
- Send TAR to the Chair for approval:
  - If the traveler is a Chair or Associate Dean, the TAR will need to route through the Dean’s Office for review and approval.
- Once Chair approval has been granted, finalize the TAR:
  - Finalize the TAR once received from Dean’s Office if it was routed to Dean’s Office for approval.