

2021-22 International Travel Program Guidelines & Procedures

Focus and Eligibility

The Chancellor's Office has allocated limited funds for **international travel occurring between July 1, 2021 and June 30, 2022** to supplement those funds available to faculty via the Scholarly Presentation Support Program. For travel occurring in the month of June, it is highly recommended that funds allocated through this program be utilized to pay in advance for the recipient's international airline ticket and/or conference registration fees using the departmental/college T-card. Because of university rules and regulations concerning end of the fiscal year deadlines, reimbursement cannot be guaranteed for expenses submitted during June. Requests for International Travel Program funds are processed through the Provost's Office.

The dissemination of scholarly work at international conferences is significant in many respects. The presentation of refereed papers or other forms of competitively selected work represents a recognized contribution to one's discipline or field. Presenting work at well-recognized professional meetings often serves as an important prelude to subsequent publication, which allows scholarship to reach even wider audiences. Conference presentations also provide an important opportunity to stay current on latest developments in the field and to establish collegial contacts that may lead to new collaborative work in one's area of expertise.

Individual faculty members may request funds to be applied toward registration and the usual travel-related expenses such as transportation, lodging, and per diem. University travel regulations apply.

All full-time tenured and tenure-track faculty are eligible to apply. When a qualifying presentation involves work co-authored by two (or more) UIS faculty members and is delivered jointly, each may separately request International Travel Program funding. Scholarly work is defined as research, scholarship, and creative work directly related to the faculty member's discipline. In order to qualify for this program, the specific conference presentation for which funds are requested must meet the following criteria:

- The paper or creative work to be presented was selected through a competitive peer-review process, **or** represents a formally invited address.
- The academic conference or professional meeting is of international significance within a relevant discipline or field.
- The presentation is recognized as meeting these criteria by the dean of the faculty member's college, based on review procedures developed in the college.

Procedures

Requests for International Travel Program funding should be made *in advance of actual travel*.

1. **Submit a brief memo to your Academic Dean requesting International Travel Program funds.** The request **must** receive written endorsement by the appropriate Academic Dean to be considered eligible. Your request memo should include **signature and date lines for approvals** by the Dean and the Provost, and provide the following information:
 - **presentation title**
 - **author(s)**
 - **conference title**
 - **conference dates**
 - **conference location**
 - **registration fee**
 - **anticipated travel expenses**
 - **list of all other funding applied for and amounts requested/approved, including Scholarly Presentation Support Program funds and any college contributions.**
2. **Attach a copy of the acceptance letter or e-mail** (translated into English, if needed) indicating your work has been peer-reviewed and selected for the conference. If the acceptance letter or email does not speak to the peer-review process, you may include a copy of a supplemental letter or of a conference web page.
3. **Obtain approval from Academic Dean.** The Deans will establish review procedures within their Colleges and notify the faculty member of the decision regarding eligibility for International Travel Program funding. Eligible requests will be forwarded by the Dean's office to the Provost's Office for approval.
4. **Obtain approval from Provost's Office.** The Provost's Office will notify the faculty member of approval or denial of the request. Approvals will indicate level of funding available from the International Travel Program.
5. **Submit employee reimbursement documents once travel has been completed.** The faculty member will **submit travel reimbursement documents no later than seven days after travel has been completed**, using regular Department and College procedures. University travel regulations apply. The expense report must distinguish between the amount to be covered by International Travel Program funds and the amount to be covered by other funding sources (e.g., Scholarly Presentation Support Program funding and college faculty development accounts).
6. **The College will forward a copy of the expense report** and supporting documents to the Chancellor's Office (Erica Michael, emich1@uis.edu, MS PAC 563) **no later than ten days after travel has been completed.**
7. **The Chancellor's Office will transfer International Travel Program funds** to the applicable C-FOP. Expenses are to be paid from college state appropriated funds, preferably the academic department of the faculty member.