

College of Arts and Sciences Instructor Travel Fund

Overview: The College has established the Instructor Travel Fund to provide travel related financial support for Instructors and Senior Instructors that are rostered in the College of Arts and Sciences. The program provides reimbursement up to \$800 for international travel or up to \$600 for domestic travel. Instructors are eligible for funding for one trip per year fiscal year. The College will transfer funds to the department to reimburse travel expenses after the approving department has paid them.

Process/Procedures: The College will transfer funds to the department speedtype that incurred travel expenses after travel has occurred. Travel expenses should be charged to a department fund 10 speedtype.

When requesting funds, submit the following information John Horton at john.p.horton@colorado.edu.

1. Purpose of the trip (presentation, participation, etc.)
2. Travel to where (city and state)
3. Dates of travel
4. Conference/event name and url of conference information
5. Department speedtype used to pay travel expenses
6. Department approval to travel from the department/supervisor (email approval is sufficient)

Effective January 1, 2016