

CLA DEAN'S TRAVEL FUND AY 2025-2026 APPLICATION

APPLICATIONS for the CLA Dean's Travel Fund (PAGE 2 of this document) should be submitted by email to cla.dean@umb.edu with "Dean's Travel Fund AY26" in the subject line through **TUESDAY, April 1, 2026**.

Be sure you have reviewed the  [guidelines document](#) before submitting your application.

Please note there is a difference between this application and the eventual reimbursement for the awarded trip. All REIMBURSEMENT requests **MUST BE SUBMITTED BY JUNE 1, 2026**, unless otherwise approved by Eddie Sze; IF travel occurs after June 1, you **MUST** get approval from Eddie first so he can be sure that you can be reimbursed.

Completed application email consists of four attachments:

1. Application form below signed by applicant and Department Chair (DocuSign or Adobe sign accepted);
2. Abstract of paper or description of other scholarly activity;
3. Letter of acceptance or other proof of participation or of editorial responsibilities or board duties occurring concurrently with the conference; the applicant's association with UMB should be noted on conference materials or flyers relevant to the activity;
4. As these funds cannot be spent until you have exhausted your annual FSU funding (\$1,700 for AY25-26), please submit either a copy of your FSU expense reimbursement or an explanation how the FSU funds will be used before any Dean's Travel Funds will be awarded. When you request reimbursement, we will ask for a screenshot from Concur of the Allocation Summary (available under "Report Details") showing your FSU spending.

Prior to traveling, be sure you have completed all travel documentation in Concur, including Pre-Travel Authorizations and Healix Safety Planning.

Upon your return from award travel, you will need to create a Concur reimbursement report from your Concur Pre-Travel Authorization request and upload your receipts. Contact Eddie (eddie.sze@umb.edu) to allocate your expenses to the Dean's Travel Fund prior to submitting. Contact your Department Admin if you need assistance using Concur.

CLA DEAN'S TRAVEL FUND APPLICATION FORM AY25-26

Name:

Employee #:

Department:

Rank:

Title of Paper to be presented:

Presented at (name of association/conference, along with a very brief description of the scholarly standing/professional significance of the organization and/or meeting or other venue at which the paper was/will be presented):

Dates of travel:

Destination:

ITEMIZED EXPENSE EXPLANATION

Transportation type (Air, rail, etc.):


Transportation amount:

Conference Registration/Fee amount:

Hotel/Lodging amount:

Per Diem amount (note Dean's Office will only cover a maximum of \$75/ full day, even if the GSA/State Department rate is higher):

TOTAL AMOUNT REQUESTED:

(reminder: a maximum of \$2,000  from this fund can be given per faculty member per academic year)

Have you used your FSU funds? How? When?

Signature of Applicant

Date

I certify that the information above concerning the nature of the conference/scholarly meeting is correct and that presentation of this paper was a significant contribution to the applicant's scholarly program.

Signature of Department Chair

Printed Chair Name

Date