

CENG Policy for Supplemental Funds to Present Lectures at Universities

In our continuing effort to improve the visibility of our Engineering departments and faculty, we are instituting a new policy for distributing *supplemental* funds to faculty who give lectures at Universities. The amount is small, and it is envisioned that it will be used either to cover expenses for short trips to Universities close to Denton, or to support the extension of a trip to, for example, a conference or a sponsor, and allow the faculty member to present lectures at Universities in the area s/he is visiting. Note that it is our intent not to “nit pick” faculty requests: if you have arranged for a talk at a University and give us receipts, we will provide the requested supplemental funds without examining any additional purposes of your trip or whether you extended your stay or not, *as long as your expenses are not already being reimbursed fully by some agency or UNT office (e.g. for participating in review panels, PEST, etc.)* What is important is to increase your visibility in the national and international academic circles.

Policy

Criteria and procedures for application and administration of CENG lecture travel funds are subject to the following constraints:

- The maximum amount is \$250 per trip, regardless of the number of lectures given during the trip.
- Only members of the tenure-track and tenured faculty may receive funding.
- *There is no maximum per year per faculty member!*
- Any excess between the amount approved and the amount expended will return to the supplemental travel award account for use by other faculty.
- This supplemental funding may not be used to cover expenses that are already being reimbursed by some other agency or by UNT.
- Allocations will be made until our fund is expended fully.
- All university/state restrictions on travel apply.

Process

Faculty should use the attached form to submit supplemental fund requests in advance. The completed form should be given to the departmental Chair who must approve and forward to the Dean's office for review and consideration. No travel request will be supported without prior permission; under no circumstances will trips be supported retroactively. The Associate Dean of Research and Graduate Studies will handle all requests for supplemental funds to support presenting lectures at Universities.

Request for Supplemental Funding to Present Lecture(s) at Universities

Name of Faculty Member: _____

Department: _____

Period of Travel: ____/____/____ to ____/____/____

Amount Requested: \$ _____

(The total amount of travel awards to an individual faculty member cannot exceed \$250 per trip.)

Talk(s) will be given at the following University(ies) and Department(s) (please provide documentation such as invitation or other):

Approved:

Department Chair: _____

Date: ____/____/____

Approved:

Associate Dean: _____

Date: ____/____/____

Denied:

Reason(s): _____
