

Proposal for Allocation of Travel Budget (Nov. 2019)
History Department
Georgia Southern University

The history department defines professional travel as travel to conferences in which the faculty member will play a substantive role or travel to conduct research in support of ongoing scholarly achievement, as defined in the department's "Guidelines and Procedures for Review, Tenure, Promotion, Post Tenure Review, and Annual Evaluation."

Travel proposals for the academic year are due to the department chair by Sept 15. The department chair will allocate as equitably as possible given the criteria below.

Priority for funding will be given to those who will be playing a substantive role at a professional conference, as defined below:

Faculty presenting at an academic conference, along with those whose obligations to a professional academic society require that they attend a conference, will be given first priority. Faculty attending a conference to serve as a commentator or as the organizer of a session will be giving less preference. Faculty must present a copy of the conference program as evidence of their participation.

National and international conferences will be given priority over regional and state/local conferences.

Research trips may be funded but will be given less priority than playing a substantive role at an academic conference (Faculty should show evidence of having conducted research while on the trip.)

In the event that multiple faculty members have proposals of equal merit, and department funding will not cover all expenses, tenure-track faculty will be given priority.

If faculty members have not notified the chair by the end of the first week of the Spring semester that they wish to request travel funding for the academic year, the chair will presume that they do not plan to request travel funds for that cycle.

By Spring Break, the chair will notify the faculty of any remaining unclaimed funds and solicit proposals for conference or research funding that will be completed before June 15.

Continued receipt of travel funds is contingent on chair's evaluation of ongoing scholarly achievement, as defined in the department's Guidelines and Procedures for Review, Tenure, Promotion, Post Tenure Review, and Annual Evaluation." The chair will also take into consideration a faculty member's plan to revive a scholarly agenda.

The forms required by the University to request authority to travel on University business, and for all reimbursements from such travel, are found at the GeorgiaFIRST links at my.georgiasouthern.edu.

These forms require brief justifications (e.g. "travel to Philadelphia, PA from Feb. 1-5, 2019, to present at Famous International History Conference," OR "travel to Atlanta, GA from March 17-21, to conduct research for my current book project/article at the Stephen B. Thacker CDC Library"). Those will be considered sufficient justification for History Department purposes.

As faculty need to submit documentation for reimbursement to the University, the request for reimbursement should be considered sufficient explanation of research activity just as it is for conference activity.