

## MATHEMATICS DEPARTMENT GUIDELINES FOR FUNDING OF TRAVEL 2018–19

This document describes guidelines for use of the University of Oregon Mathematics Department travel funds.

Officially, the Travel Committee does not actually decide on travel requests; rather, it makes recommendations to the Department Head. The travel committee operates from September 16 to September 15 of the following year. In the event that the travel committee is unable to function during the summer, travel requests can always be reviewed directly by the Department Head.

**Note:** Since university budgets are done on a fiscal year starting July 1, this produces a situation where sometimes a committee will be approving travel that does not actually get reimbursed until the next fiscal year. Therefore, an incoming travel committee should be aware that some of their funds might already be committed.

### 1. ELIGIBILITY

Travel funding is intended to support travel to scholarly and professional meetings. If funds permit, other research-related travel will be supported. The travel fund is divided into three categories, Tenure-track faculty (TTF), Graduate students (GS), and Non-tenure track faculty (NTTF).

1. Faculty: Tenured and tenure-track faculty are eligible for travel funds. Faculty on leave or on a part-time appointment, postdocs, and emeritus faculty members will also be considered as special cases but will be given lower priority than all persons in the previously mentioned classes. Visitors, such as people holding visiting positions for a year or less, are not eligible for travel funds.

TTF with research grants are expected to use their grants to support their travel.

2. Graduate Students: Travel funding is primarily intended for PhD candidates (those who have passed their oral exams) but requests by other graduate students will also be considered if there is good justification. A letter of support from the PhD or pre-PhD advisor is required (in most cases this will take the form of an email). Priority will be given to those who present talks in conferences and participants of summer schools/workshops.

PhD advisors who have NSF, Simons, or similar grants will be expected to cover at least half of the student's travel expenses from their grants. Any reason for an exception to this should be covered in the support letter.

Students who are not in good standing will be given lowest priority for the funds, and in many cases might be judged to be ineligible.

3. Instructors: Career instructors are eligible to use these funds for travel to professional conferences/workshops related to their professional development, including exposure to new ideas and methods in teaching and pedagogy.

## 2. BUDGET AND ALLOWABLE EXPENSES

For 2018-19 the budgets are:

- \$18,000 for TTF and graduate students.
- \$10,000 dedicated for travel of graduate students on the job market to the Joint Math Meetings in January.
- \$9,000 for NTTF.

The fund for TTF and GS is roughly intended to be split as \$8,000 for TTF and \$10,000 for GS, as this reflects usage trends in recent years. However, the exact division of these funds will be left to the discretion of the committee and Head. Also, with department head approval it is possible for leftover funds not spent on Joint Math Meeting travel to be repurposed for other GS travel.

Only UO approved travel costs can be reimbursed.

For all categories, first requests for travel up to \$500 will be approved almost automatically, and requests up to \$1,000 will usually be approved with little trouble for one trip or visit. Amounts over \$1,000 are not impossible, but for these there should be a little more justification for how the benefits of the travel merit the amount requested. For trips that cost over \$1,500, TTF should be prepared to supplement the travel committee funds with their ASA funds.

In most cases the sum of all travel funds awarded in a year to a particular graduate student must be kept under \$1500. Exceptions are not impossible, but will be rare.

In case of competition for money because a fund is running out before the end year, the committee will consider the recent past history of travel awards (the previous two to three years) when making decisions.

## 3. PROCEDURES

Travel related forms are located on the Math Department webpage under Resources/Travel Forms (<http://math.uoregon.edu/resources>). Travel requests should be submitted at least 4 weeks in advance of departure. The Travel Committee will appreciate advance notice of prospective trips even if full details are not yet available.

Travel for TTF and NTTF is handled by the department's Account and Travel Coordinator (Jen Maguire), whereas all GS travel is handled by the Graduate Coordinator (Jessica Simoes). Both will be referred to as "travel coordinators" for the purposes of this document.

To apply to the Travel Committee, submit the following items to the appropriate travel coordinator (who will then forward the material to the committee):

- (1) A completed *Travel Committee Request Form*.
- (2) If applying for travel to a conference, a copy of the official description of the conference and the URL for the conference website,

- (3) If you are giving a conference talk, a copy of your invitation to speak at the meeting or a schedule of confirmed speakers,
- (4) For graduate students only, a letter of support from your faculty advisor.

After approval or partial approval of your request by the Travel Committee, you will need to go onto Concur and create an Authorization Request with the required documentation of expenses.

**Note:** When buying airline tickets there are two options. The traveler can buy the ticket via Concur or the traveler can work with the university's travel agent. In either case, the traveler should work closely with the travel coordinator to make sure appropriate procedures are followed.