

Policy on Use of Department Funds for Travel for 2019-2025  
Adopted by the Department Committee May 9, 2019

All Department Faculty, Academic Staff, and graduate students are eligible to submit travel approval and reimbursement requests. Requests from undergraduates may be considered if sponsored by a member of the faculty. **“Presenter,”** used below, refers to those presenting scholarly papers or creative work and does not include persons who simply chair a panel or session without presenting their own work.

### ***Funding Limits***

#### Faculty

Each tenure-line faculty is eligible to receive **full-funding** for **participation as a presenter** at an academic conference or creative event **every other academic year at domestic venues** (North America including Canada and Mexico but excluding Hawaii). Reimbursement rate for **international travel is limited to \$1500 and requires pre-approval** by the Department Chair. “Full funding” includes air fare or train fare, hotel, conference registration, and UW System per diem. Travelers must adhere to all College and UWM travel policies. Individuals who are officers of an academic organization and required to attend its meeting may also receive \$500 for such trips annually.

#### Academic Staff

Academic Staff who have taught at least 50% in each of the previous four academic semesters are eligible to receive support for participation as a presenter at an academic conference or creative event. The limits are \$500 domestic, \$750 international for probationary and indefinite status instructional academic staff, and \$250 for fixed term academic staff. Annual reimbursement to non-instructional academic staff for participation in professional development conferences and workshops is available and limited to \$500 annually.

#### Graduate Students

Graduate students are eligible to receive support for participation as a presenter at an academic conference or creative event. **Graduate students should always apply for Graduate Student Travel Awards from the Graduate School when possible;** these average \$400 per trip. There is a \$1,000 cap for PhDs in expenses paid per student and \$500 cap per Master's student. A student who receives support as a Master's student here and then enrolls in a UWM PhD program would have a cumulative max of \$1,500. Graduate students may also apply for additional funds to the English Department for travel awards; the limits are \$350 for domestic travel and \$650 for travel abroad, in addition to any Graduate School Travel Award.

## Undergraduate Student Travel Awards

Undergraduate student travel awards come by nomination by faculty and are decided by the Management Team; trip limit is \$300.

### Policy Note

The above policies do not pertain in cases where an individual faculty member, staff, or graduate student receives a competitive award for travel through application to another UWM unit (such as the Graduate School, the College, a UWM center, etc.). All are encouraged to make full use of such sources of support, and these will not be counted in calculating faculty eligibility for every-other-year department funding.

Some faculty receive individual Supplies and Expenses awards from campus sources in cases of retention, counteroffer, administrative compensation, or as part of their appointment, etc. These funds can also be used for travel.

If travelers receive \$1,500 or more for the academic year in S&E funds from a College, university, or other campus or UW System funding source, they are expected to use these funds first for their travel needs. If such funds become exhausted during the academic year, and a new trip is planned, travelers may submit a request for reimbursement from Department funds to the Department Chair, who will forward it to the Travel Committee for consideration. The Committee will consider requests for travel for research activities such as presentations at peer reviewed national conference related to a traveler's research agendas, or for invited professional presentations in their fields. In reviewing these requests, the committee may consider the availability of remaining department funds, the importance of the trip for meeting the traveler's research needs, the traveler's recent research reimbursements, and the availability of other possible funding sources.