

# Department of Music Faculty/Staff Travel Funding Guidelines and Information

## Department of Music Travel Guidelines

- Follow the COFAC Travel Guidelines for applying for available Department funds.
- COFAC Guidelines and priorities for funding will be followed by the Department of Music as well.
- Be sure to apply for COFAC funding as well. (See page 2)
- Application Deadlines:
  - **Deadline #1** – September 30<sup>th</sup> – for travel between September 1 – January 31
  - **Deadline #2** – by March 31<sup>st</sup> – for travel between February 1 – August 31
  - **Unexpected travel requests** – will be entertained on a case by case basis outside of these deadlines.
  - Note: Travel that is conducted after June 30<sup>th</sup> will fall into the next fiscal year.
- Faculty are eligible for one travel funding per academic year or up to the travel allotments for the Department of Music which are usually between \$250.00-300.00 for tenured professors and lecturers and between \$350.00-400.00 for tenure track faculty members.
- On a case-by-case basis and related to the nature of travel, additional funding may be awarded for international travel or other circumstances at the discretion of the Chair and/or in consultation with the Dean or their designee.

### Process:

- Complete and submit the Travel Authorization Request on Stratus Travel 30 days or more before departure date. Late applications may be funded on a case-by-case basis.
- Within 5 working days after your return, complete and submit the Travel Expense Report on Stratus Travel. Failure to submit a Travel Expense Report in a timely fashion may result in loss of future travel funding.
- If you do not travel (do not use the awarded funds), you must notify the Department Chairperson as soon as possible, but no later than 5 working days after the start of the event/activity.

## **COFAC TRAVEL GUIDELINES**

(updated 18 July 2022)

- Use this link to view the COFAC Travel Guidelines.
- <https://tu.sharepoint.com/:f:/r/sites/cofac/Faculty%20Resources%20and%20Searches/Travel/COFAC%20TRAVEL?csf=1&web=1&e=GZqZNF>