

## Maine Business School & Graduate School of Business Faculty Conference and Travel Support Policy

Full-Time Faculty can request travel support from the Maine Business School and Graduate School of Business as indicated below. This support is contingent on available resources. While pandemic conditions continue in FY2022, this award may be used to cover the registration fee for virtual conference that do not offer an in-person attendance option.

### Eligibility

1. Travel request is either:
  - a. To present a peer-reviewed journal (PRJ) article or invited paper/performance/exhibit.
  - b. To serve as organizer or officer of a national or international scholarly conference.
  - c. In either case, the activity must be one that will strengthen the annual reappointment, promotion, tenure, or post-tenure review case.
  - d. Exceptions to this policy shall be approved only by the MBS / GSB Dean's Office.
2. Eligibility is limited to:
  - a. Tenured and tenure-track faculty members and ongoing lecturers in MBS / GSB.
  - b. Full-time fixed-length MBS / GSB faculty members who are not in their final year of employment at the University of Maine.

### Process and Deadlines

1. Requested must be submitted using the MBS / GSB Travel Support Request Form, available at <https://umaine.edu/business/faculty-resources/financial/>.
2. Requests, including complete budget information, are to be emailed to [corey.watson@umaine.edu](mailto:corey.watson@umaine.edu) for approval. They should be submitted at least two weeks prior to travel, or prior to the conference start date in case of virtual-only events.
3. Travel support requests must be approved by the Executive Dean and/or the Dean of the Graduate School of Business.
4. As for any professional travel, an electronic travel request must be submitted via Concur prior to travel and prior to any expenditures being made. Please contact [jennifer.larlee@umaine.edu](mailto:jennifer.larlee@umaine.edu) for Concur assistance.
5. Travel for any fiscal year (July 1 to June 30) must be completed by June 30. The College will have no obligation to reimburse expenses submitted after July 10.
6. All receipts must be submitted in accordance with the most current UMS Travel APL. Meals will be covered in accordance with University policy.