

**College of Liberal Arts and Sciences**  
**Faculty Conference and Travel Award Program [rev. 7-13-22]**

Every second year, full-time faculty members can request a travel subsidy from the College of Liberal Arts and Sciences as indicated below. The College will cover up to \$800 in travel costs.

**Eligibility**

1. Travel is either (a) to present a scholarly refereed/juried or invited paper/performance/exhibit, or (b) to serve as organizer or officer of a national or international scholarly conference. In either case, the activity must be one that will strengthen the annual review, tenure, promotion, or PTR case.
2. Eligibility is limited to:
  - Tenured and tenure-track faculty members and ongoing lecturers in CLAS.
  - Full-time fixed-length CLAS faculty members who are not in their final year of employment at UMaine.

**Process and Deadlines**

1. Requests must be submitted using the CLAS Travel Award Request Form, available at <https://umaine.edu/las/faculty-resources/financial/>.
2. Travel award requests must be approved by department chairs or directors before submission to the Dean's Office at [clas@maine.edu](mailto:clas@maine.edu).
3. Requests, including complete budget information, are to be emailed to [clas@maine.edu](mailto:clas@maine.edu) for approval. They should be submitted at least two weeks prior to travel.
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.
5. Travel for any particular fiscal year (July 1 to June 30) must be completed by June 30. The College will have no obligation to reimburse departments for expenses submitted after July 10.
6. Expenses are processed through the department or program. The department or program forwards the expense detail to [clas@maine.edu](mailto:clas@maine.edu) for reimbursement of approved awards.
7. All receipts must be submitted in accordance with the most current UMS Travel APL. Meals will be covered in accordance with University policy. For details, see [http://staticweb.maine.edu/wp-content/uploads/2018/02/IV-B-Travel-APL-FINAL\\_Feb2018.pdf?0d0f03](http://staticweb.maine.edu/wp-content/uploads/2018/02/IV-B-Travel-APL-FINAL_Feb2018.pdf?0d0f03).