

BOWDOIN COLLEGE

DEAN FOR ACADEMIC AFFAIRS

To: The Faculty
From: Cristle Collins Judd
Date: October 6, 2008
Re: Faculty Conference Travel Funds 2008-09

In response to increasing travel costs and faculty concerns about the available funding for conference travel, we created a pilot program that will make available additional funds for faculty travel in the 2008-09 academic year. It is my hope that these funds will continue to be available after this year, but that will be determined during this year's budget process.

The additional funds will be available to augment the annual \$1,200 travel allotment in specific circumstances in relation to conferences in the current academic year. These funds are for those trips in which the faculty member is actively participating in the conference (e.g. presenting a paper, as an invited panelist, or as an officer of the society) *and* either:

1. traveling abroad for the conference, or
2. attending more than one conference during the year (domestic or international).

Faculty whose conference travel meets these criteria may request up to \$800 in additional funds for travel expenses (for a total of \$2,000 in annual conference support). Faculty members who attend more than one conference only need to participate actively in one of those conferences to qualify. Please note that conference travel funds are only available to benefits-eligible faculty.

Faculty whose allotment is increased will not be eligible to carry over funds for travel in 2009-10. The present carry-over policy with respect to the basic \$1,200 allotment remains in place.

To allow us to anticipate and better track the use of these enhanced travel funds, we ask that you complete a request form *in advance* of the conference (a copy is attached to this memo and is available on the web). Faculty who do not submit a request form in advance will not be approved for the higher level of funding. Faculty members who have already attended qualifying conferences this academic year should still submit a request form, indicating whether you have already been reimbursed for some of the conference expenses.

Please note that faculty may still apply to the Faculty Development Committee for additional conference support beyond the annual dean's conference travel allotment.

I am grateful for the Faculty Development Committee's guidance and support as we worked through this plan, as well as the excellent report prepared by last year's Faculty Resources Committee which advocated for, among other things, an increase in the annual travel allotment. If you have questions about your individual travel funds, please email Kathi Lucas at klucas@bowdoin.edu.