The College has set aside a portion of our research facilitation funds to serve as a backup travel fund for conference travel that is not paid for by the University Research Council or other sources.

Rules

1. The College will fund only requests that cannot be met from other sources. If you have a grant, you must use that first if you can. You must apply to URC first, unless you have received funding already by URC this year (and are hence ineligible).

2. LLL will not accept requests that were rejected by URC because the URC application was incomplete or late.

3. Funding is only for actual expenses. LLL uses the same limits as URC, typically $1,000 domestic and $2,000 international.

4. In addition, you may apply to the College to defray unfunded exceptional registration fees. You may apply for this even if URC has funded your travel. If registration exceeds $150.00, the College will reimburse the difference between $150.00 and the fee, up to a fee reimbursement of $500.00. Exceptional registration reimbursement is in addition to normal travel funding; it does not count for the limit.

5. Retroactive applications for travel as far back as the beginning of the current fiscal year (July 1) are accepted.

Procedures

1. If you have applied to URC, and funding was denied, you may simply submit your rejected URC application (a single copy is sufficient; we do not need five).

2. If you have already received support this year, and so are not eligible to apply for URC, you can print out and complete the LLL Travel Fund Application Form, available from the Dean’s Office or downloadable from the LLL Dean’s Office website.

3. ATTACH: abstract, letter of acceptance, your chair’s statement of significance of conference

   You need to submit only one copy of the application (not five).

4. If you are just applying for reimbursement for a large conference fee, the procedure is the same.