

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY
FACULTY TRAVEL FUNDS POLICY

EEB has limited funds available to assist faculty with travel to conferences or workshops where the individual is participating through activities such as giving a talk or poster, attending a meeting as an officer of a professional society, or attending editorial board meetings. We regret that this cannot be an entitlement for all faculty every year, but must depend on availability of our limited funds; allocations of funds will be decided by the Chair, who will solicit the advice of the Executive Committee. When approved, EEB will cover half of the cost of attendance, up to a maximum of \$500 per person in a given academic year.

A request involves a brief letter to the Chair and accompanying documentation of participation (e.g., printed program or letter of invitation). Because the source of these funds is the departmental share of indirect cost returns from grants, only faculty who *would* routinely submit their grants through EEB are eligible. Faculty who would submit grants through other units are requested to direct their requests for travel funds to the head of those units.

Approved by the EEB Executive Committee: March 1, 2004

Updated by SB:

September 9, 2011