

International Travel Support (Faculty)

(Approved 1/08, Revised 6/17)

In order to facilitate faculty travel to present papers or otherwise substantially contribute to conferences held on other continents, support will be provided as follows:

1. The Dean's Office will match, dollar-for-dollar up to \$1,500, departmental support for full-time faculty invited to travel outside North America to present papers at professional meetings. For example, if a faculty member's department provides \$700, the Dean's Office will provide an additional \$700 (total: \$1,400).
2. Matching funds for such international travel will be available to a full-time Peabody faculty member each year.
3. The Dean's Office will match only departmental travel funds. Grant funds will not be matched.
4. A "professional meeting" is understood to be a conference of a professional organization at which multiple papers are presented. These funds are not intended to support travel for invited presentations or workshops by Peabody faculty at other universities or organizations. If unsure whether a particular event would constitute a professional meeting under this policy, please consult the Associate Dean for Research.
5. Forward to the Dean's Office a record of departmental approval and a copy of the conference program or letter verifying acceptance of the paper to be presented.
6. In accordance with University policy, air travel to international destinations (as well as domestic) is expected to be via economy or economy plus (e.g., comfort) class. Exceptions can be approved only by the Dean.

Note: In this policy, Canada and Mexico are not treated as international destinations.

Peabody College will make every effort to support faculty international travel where feasible and appropriate. Any questions regarding this policy should be directed to the Associate Dean for Research.