As a faculty member planning to travel for academic purposes, I need to follow several key steps. First, I must submit my travel application to my Department Chair at least five weeks before my anticipated travel date. Next, I need to submit a formal travel permission request through the UAEU e-services system at least two weeks prior to my departure, regardless of whether I'm seeking financial support. My request will be evaluated based on criteria such as the event's reputation, relevance to my research field, and potential impact on my career development. I'm entitled to financial support for one international and one local conference each academic year, with a maximum of ten working days of travel within a single academic year. I should note that travel is not permitted during the first week of classes or between the start of final exams and grade announcements. Upon returning, I must submit a report on the activity to my Department Chair and may be expected to share my experiences in a departmental seminar.