

CEHHS Travel Allocation Plan for 2019-2020

CEHHS Travel Form

CEHHS travel support is available to regular, full-time faculty, staff, and students presenting papers, posters, and abstracts at professional meetings. To request travel support, faculty, staff, and students must submit requests through the UT travel system (IRIS travel request) and complete the CEHHS travel form request. Domestic travel requests must be submitted to the associate dean's office at least 14 calendar days prior to the travel dates. Required travel associated with a grant or contract should be funded through departmental resources or the grant/contract as permitted by the funding agency. Additionally, faculty startup funds should be used to support travel during the faculty's startup years. Travel associated with student organizations, exhibit booths, and program recruitment is not funded through college funds.

CEHHS travel funds are allocated to reflect the CEHHS Strategic Plan, with the highest priority for support given to tenure-seeking and tenured faculty who are active in their research careers. The general target funding support is provided in the adjacent chart. As resources permit, individual faculty may receive amounts that exceed these target amounts when requests are of the highest priority.

CEHHS travel request forms for 2019-2020 can be found at [CEHHS Travel Form Request](#) or <http://cehhs.utk.edu/for-staff/>. Travel request not filled out completely will be returned for correction, which will delay CEHHS to process travel support.

Target Funding Support	
Rank	Target Funding
TT Assistant TT/T Associate TT/T Full	\$800.00
Non-TT/Staff	\$125.00 (\$5,000 pool)
Students	\$100.00 (\$15,000 pool)

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Faculty who are presenting research papers at international conferences outside of North America can request partial support through [SARIF Foreign Travel funds](#). There is a general expectation that these funds be matched equally by department and college funding at a 1:1:1 match. The maximum award is \$1,000, except for Canada which has a maximum award of \$500. To request SARIF [Foreign Travel](#) support, the traveler must complete the CEHHS travel form, UT travel system (IRIS travel request), and complete the [Foreign Travel](#) application via [InfoReady](#) or <https://utk.infoready4.com/#homePage>. SARIF [Foreign Travel](#) must be submitted via [InfoReady](#) or <https://utk.infoready4.com/#homePage> at least 60 calendar days prior to the travel dates to allow time for the request to be advanced to and be considered by the Office of Research according to procedures outlined at [Office of Research & Engagement Foreign Travel Fund](#) or <http://research.utk.edu/funding/internal/sarif/foreign-travel-fund/>. No longer will email chain requests be accepted.

In order to be fiscally responsible, travelers are encouraged to take advantage of early bird specials when registering for conferences and to self-monitor their individual college/department allocations.

Reimbursement of CEHHS travel support must be submitted no later than 30 days following the traveler's return from the professional meeting. Reimbursement submissions after 30 days will not be processed and the traveler will not receive the pledged CEHHS travel support. If a trip is not taken and awarded college travel funds will not be utilized, please notify Diane Booker (dbooker@utk.edu), so funding may be reallocated.

CEHHS students will receive up to \$100 support for research presentations. When several students are participating in the same presentation, the amount of funding per student could be reduced to ensure college resources to support students are distributed equitably across departments and programs. CEHHS students can seek additional support through the [Graduate Student Senate Travel Award](#) (set deadlines each semester). All requests must be made prior to the travel dates and comply with all related policies associated with this resource. More information regarding this fund and the required application can be found at [Graduate Student Senate Travel Award](#) or <http://web.utk.edu/~gss/travelawards/information.php>.