

# UNO English Dual Enrollment FACULTY TRAVEL GRANT APPLICATION

## 2018-2019

The UNO Department of English's Dual Enrollment program is once again pleased to offer travel grants for the 2018-2019 academic year. These grants can only be used to support travel that allows the applicant to make a presentation, give a guest lecture, or participate in a formal discussion at a conference or other academic event. All travel should have the potential to benefit Dual Enrollment teachers and their students.

### Funding Amounts and Limitations

Each full-time faculty member will be limited to a total of \$1000.00 in DE travel grant funding per academic year (AY), subject to availability of DE funds. You may use DE funds to supplement travel funding from the Department of English / College of Arts & Sciences or to fund a separate, second trip. To apply for DE funds, you must either have already used all of the funds available to you through the Department of English / College of Arts & Sciences, or anticipate having done so.

### Application Process

- Complete the following grant application, including evidence of your conference paper's acceptance or invitation to speak, and send those materials to Chuck Johanningsmeier, the department's Dual Enrollment Coordinator ([jmeier@unomaha.edu](mailto:jmeier@unomaha.edu)). **In accordance with University and College travel guidelines, this must be done at least 30 days in advance of the first day of travel. It is very important that you make plans far in advance.**
- Proposed budgets should be as complete and accurate as possible. If submitting a request prior to having complete information, the applicant should budget on the high side, since unused funds can be used later; **under no circumstances will any funds more than those originally requested be disbursed after the travel has occurred.**
- All information requested must be addressed completely, concisely, and accurately. Please remember to tell how your travel could potentially benefit Dual Enrollment teachers and/or students.
- If your application is approved by the department's Dual Enrollment Coordinator (Chuck Johanningsmeier), he will notify the Department Chair (Tracy Bridgeford). She will then decide whether to approve your request to travel.
- If your application is approved by the Chair, you may proceed to entering your information into Concur, the NU system's new Expense Management Tool, and making your travel plans yourself. See the university's new travel guidelines about which arrangements must be made through the University-contracted travel management company.
- For details about what is and isn't covered under the new University of Nebraska Travel Guidelines (effective July 1, 2018), consult those guidelines at: <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy---final---july-2018.pdf>

# 1. Applicant Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Have you received an English DE Travel Grant in the past 3 years?

☐ Yes    ☐ No    (This will not affect your application)

If yes, please describe in approximately 250 words how your previous English DE-funded travel activity has enabled you to help enhance DE teaching and/or DE students' learning experiences.

## **2.Travel Activity Information**

**Please give name, organization, dates, and location of the conference or speaking engagement, as well as the title of your projected presentation. Make sure to attach a copy of, or provide a link to, evidence of your paper's acceptance or of your invitation to speak.**

### 3. Budget

Conference/Workshop Registration, Fees, etc.

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Estimated Travel costs (air or driving)<sup>1</sup>

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Lodging ( \_\_\_\_\_ nights @ \$ \_\_\_\_\_ per night)

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Meals (include any conference banquet fee here)

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Other Costs directly related to the travel activity (specify)

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**Total**

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Less other funding (specify sources and amounts)

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**Total Request (\$1,000 grant limit/year)**

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Budget Notes

1. For mileage reimbursement use the current rate of \$0.25 per mile; following State of Nebraska policy, mileage will be reimbursed based on the shortest route. If you choose to rent a car for surface travel, you may also request reimbursement for fuel costs (you must submit original receipts for these purchases).
2. Please be reasonable in your request. To learn the maximum allowance for meals, use US GSA domestic/foreign per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

## 4. Rationale for DE Funding Support

**(Please limit rationale to 2 double-spaced pages.)**

The grant is contingent on your willingness to disseminate information related to your travel activities to the Dual Enrollment community of teachers and students. This may take any number of useful forms, possibly including curricular plans or innovations, a list of relevant materials/readings, a form of your conference presentation that is readily adaptable to DE classroom use, etc.

Please describe how you would like to disseminate information about your travel activity in a form that is useful to the English DE community. Please include specific actions you plan to take after returning.

If you are awarded a travel grant and accept it, you thereby agree to make yourself available as a guest speaker to an area Dual Enrollment class for at least one visit during the year following your grant, with no further reimbursement.

## 5. After Your Return

It is your responsibility to submit appropriate receipts for reimbursement, through Concur, within 60 days of the end of your travel. Under no circumstances will reimbursement be made after 60 days.