

The amount of travel faculty will be allocated in one academic year is determined in early September.

For the Academic Year 2018/2019, the amount faculty may use is \$2000. If you do not use the full \$2000, the funds do not roll over into the next year.

Travel funds may be used to attend a conference, only if you are presenting at a conference.

Travel reimbursement includes, registration, lodging and transport and meals.

[A CBE Travel Form](#) must be completed and signed (section G) and turned into the Asst. to the chair before the end of the fiscal year, which is June 30. Events happening in July will count toward that next fiscal year.

When faculty are submitting the travel form they must also include original receipts. If the receipts are small, they should be taped to a blank piece of paper.

Once the chair has approved the travel form, the paperwork gets filtered through the Deans office who enters your submission on the UW e-travel web site. You should receive an email a week or two after you submit your travel form. You need to click on the links in the email to ensure you receive your reimbursement.