



FY18 Philosophy Travel Funding Policy

1. Faculty with unspent and unencumbered money in research bursaries will be asked to use those funds for their travel.
2. Priority will be placed on the following types of requests, with the purpose of ensuring that a significantly reduced travel budget is distributed in ways that widely and efficiently support the professional development of Philosophy Department faculty:
 - A. Requests from assistant professors.
 - B. Higher-visibility presentations, such as keynotes, and longer, more substantial presentations.
 - C. Presentations selected via competitively refereed processes.
 - D. Support will not normally be approved for chairing sessions or otherwise participating in a meeting without making a presentation (although things like commenting on papers, and responding in an “author meets critics” format will count as “presentations”).
3. The maximum amount reimbursed per trip will be limited to \$1300, although exceptions may be made for special circumstances.
4. Faculty are encouraged to seek other sources of support for the portion of their travel expenses not covered under this policy, e.g. from the [Glasscock Center’s various programs](#).
5. No department funds will be used to reimburse for alcoholic beverages purchased while traveling.
6. Faculty seeking funding for international travel will be required to apply for support from the office of the Associate Dean for Research Programs (the program is described in the following document): <https://libarts.tamu.edu/app/uploads/2017/06/FY18-International-Travel-Support-Guideline-and-Application.pdf>

To apply for departmental funding for travel to make presentations, please [e-mail the department head](#) with the following information no later than two weeks prior to travel:

1. The title of the conference.
2. The title of your presentation.
3. A clear indication of whether your presentation was invited or selected via a competitively refereed process.
4. The dates and location of the conference.
5. Estimated expenses (including airfare, ground transportation, lodging, conference registration, and meals).

While planning a trip, traveling, and arranging for reimbursement, refer to these detailed instructions: <https://philosophy.tamu.edu/travel-policies/travelguidelines/>