

**Idaho State University
Department of Art
Travel Funds Guidelines**

All members of the department are encouraged to take part in research pursuits, including attending and presenting at academic conferences, participating in exhibitions and other travel related to disseminating research in their scholarly fields.

All travel policy and information needed for providing documentation is available on the ISU website at: <https://www.isu.edu/travel/> Faculty members must provide receipts and documentation in accordance with ISU policies in order to be reimbursed for their expenses.

Faculty members are encouraged to explore other funding sources for travel and research dissemination. The College of Arts and Letters typically provides a call for travel proposals in the fall semester. Even if a faculty member does not know how a trip will be funded at the time of the travel, they are encouraged to submit a Travel Authorization in case funding becomes available after the trip. Without this Travel Authorization, travel funding cannot be reimbursed.

The available department travel funds will be divided equally between the six tenured/tenure-track faculty members.

These funds can be used for the following purposes (as allowable by ISU policy):

Presenting at conferences

Attending conferences, workshops or residencies

Shipping and/or transporting artwork to and from exhibitions

Exhibition entry fees

Attending public art meetings

Artist website fees

These funds are not for use in purchasing materials or supplies. Funds for each fiscal year must be expended by June 1st of that year in order to give various departments; purchasing, travel, accounting, etc., time to process the expenditures within the fiscal period.

If a faculty member cannot use their funds for a listed purpose by the end of the fiscal year, the department chair may redistribute these funds to other faculty members in the department. The department chair will check in with faculty members in April of the fiscal year to determine whether funds need to be redistributed.

If the amount of travel funding increases or decreases in future fiscal years, the department tenure/tenure-track faculty members will meet to re-evaluate these guidelines.

Revised on 11/20/19