



Default Question Block

Request for Conference Travel Allocation for 2024-2025

This form must be submitted *well in advance* of conference attendance. **If you have already attended the conference, do not apply for reimbursement -- it will not be awarded.**

Allocation funds are not guaranteed until formal confirmation is received from the Committee on Faculty Resources. Allocations can be used for reimbursement of conference-related expenses for the period July 1, 2024-June 30, 2025.

If you have any questions about conference travel, please contact facultydevelopment@knox.edu.

First Name

Last Name

Please enter the name of the conference you are planning to attend. (If you expect to attend multiple conferences in the fiscal year, it is not necessary for you to list all planned conferences at this time. List the conference that would result in the highest Conference Travel Allocation. If unsure, please consult CoFR's documentation on CTAs on the Faculty Affairs Website.)

Conference location?

Conference dates? (Please use "mm/dd/yyyy-mm/dd/yyyy" format.)

Will you be presenting a paper or participating in the formal proceedings of this conference?

"Participation in formal conference proceedings" is defined as activities that involve significant contribution to the conference proceedings such as paper presentation, poster presentation, panel or roundtable discussant, and/or service on conference committees or association governing boards. Roles such as timekeeper, ceremonial chair, and participant in informal gatherings are not normally included. Consult with the Chair of CoFR if you are uncertain whether your proposed conference activity qualifies as "formal participation."

- Yes
- No

Attending Only Response

Your projected Conference Travel Allocation will be **\$500** for the 2024-2025 fiscal year. You will receive a formal confirmation email within a few days of completing this form. This allocation is available as reimbursement for actual receipts and appropriate conference travel expenses (transportation expenses, lodging, meals, and conference registration fees only). See [Faculty Handbook Appendix G](#) and the [College policies on Travel, Entertainment and Business-Related Expenses](#) for additional details.

Advance to the next page to file your request.

Presentation Info

Please indicate the type of your participation in the conference proceedings (multiple answers permitted):

- Paper presentation
- Poster presentation
- Panel discussant/chair, roundtable participant involving significant preparation or responsibilities (timekeeping or introducing presenters is not considered significant participation)
- Conference organizer, program committee, or other role in conference or association governance

Other (please describe)

Please give the title of your paper, poster, roundtable, or panel (for discussants). For those participating in conference or association governance, please describe your activities.

Please indicate the location of your conference

- Continental US ("lower 48")
- The rest of North America (including Alaska and Hawaii), Central America, or Caribbean
- All other international locations

Additional Allocation Request

Did you receive any reimbursement for conference travel during the 2023-2024 fiscal year (for conference activity between July 1, 2023 and June 30, 2024)?

- Yes
- No

If you were eligible for conference travel funds during the previous fiscal year but did not use any, you are eligible for an additional conference travel allocation of \$400 for the 2024-2025 fiscal year. Would you like to formally request this additional allocation?

- Yes
- No

Participation Response

Your projected Conference Travel Allocation will be **\$1200** for the 2024-2025 fiscal year. You will receive a formal confirmation email within a few days of completing this form. This allocation is

available as reimbursement for actual receipts and appropriate conference travel expenses (transportation expenses, lodging, meals, and conference registration fees only). See [Faculty Handbook Appendix G](#) and the [College policies on Travel, Entertainment and Business-Related Expenses](#) for additional details.

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Participation + Addition Response

Your projected Conference Travel Allocation will be **\$1200 plus an additional \$400** allocation for the 2024-2025 fiscal year. You will receive a formal confirmation email within a few days of completing this form. This allocation is available as reimbursement for actual receipts and appropriate conference travel expenses (transportation expenses, lodging, meals, and conference registration fees only). See [Faculty Handbook Appendix G](#) and the [College policies on Travel, Entertainment and Business-Related Expenses](#) for additional details.

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Additional Allocation Request 2

CoFR would like to better understand how and why Knox faculty use conference travel funding for international conferences. Please help by providing some context (multiple answers permitted):

- This is a conference which is sometimes held in the continental US, but not this time.
- This is a conference which is never held in the continental US.
- My work deals with the region where this conference is being held. (please elaborate if necessary)
- Attendance at this conference is part of a longer trip. (please describe)

Did you receive any reimbursement for conference travel during the 2023-2024 fiscal year (for conference activity between July 1, 2023 and June 30, 2024)?

- Yes
- No

If you were eligible for conference travel funds during the previous fiscal year but did not use any, you are eligible for an additional conference travel allocation of \$400 for the 2024-2025 fiscal year. Would

you like to formally request this additional allocation?

- Yes
- No

North / Central America Response

Your projected Conference Travel Allocation will be **\$1500** for the 2024-2025 fiscal year. You will receive a formal confirmation email within a few days of completing this form. This allocation is available as reimbursement for actual receipted and appropriate conference travel expenses (transportation expenses, lodging, meals, and conference registration fees only). See [Faculty Handbook Appendix G](#) and the [College policies on Travel, Entertainment and Business-Related Expenses](#) for additional details.

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North / Central America + Addition Response

Your projected Conference Travel Allocation will be **\$1500 plus an additional \$400** allocation for the 2024-2025 fiscal year. You will receive a formal confirmation email within a few days of completing this form. This allocation is available as reimbursement for actual receipted and appropriate conference travel expenses (transportation expenses, lodging, meals, and conference registration fees only). See [Faculty Handbook Appendix G](#) and the [College policies on Travel, Entertainment and Business-Related Expenses](#) for additional details.

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Additional Allocation Request 3

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- This is a conference which is never held in the continental US.
- My work deals with the region where this conference is being held. (please elaborate if necessary)

- Attendance at this conference is part of a longer trip. (please describe)

Did you receive any reimbursement for conference travel during the 2023 - 2024 fiscal year (for conference activity between July 1, 2023 and June 30, 2024)?

- Yes
- No

If you were eligible for conference travel funds during the previous fiscal year but did not use any, you are eligible for an additional conference travel allocation of \$400 for the 2024-2025 fiscal year. Would you like to formally request this additional allocation?

- Yes
- No

International Response

Your projected Conference Travel Allocation will be **\$1800** for the 2024-2025 fiscal year. You will receive a formal confirmation email within a few days of completing this form. This allocation is available as reimbursement for actual receipted and appropriate conference travel expenses (transportation expenses, lodging, meals, and conference registration fees only). See [Faculty Handbook Appendix G](#) and the [College policies on Travel, Entertainment and Business-Related Expenses](#) for additional details.

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International + Addition Response

Your projected Conference Travel Allocation will be **\$1800 plus an additional \$400** allocation for the 2024-2025 fiscal year. You will receive a formal confirmation email within a few days of completing this form. This allocation is available as reimbursement for actual receipted and appropriate conference travel expenses (transportation expenses, lodging, meals, and conference registration fees only). See [Faculty Handbook Appendix G](#) and the [College policies on Travel, Entertainment and Business-Related Expenses](#) for additional details.

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