

REIMBURSEMENT

When you return from your trip, complete your SFTF Trip Report form received with your award letter. Submit your travel voucher (with appropriate receipts) to your department for processing. The SFTF award amount is added as a line item with your travel reimbursement against account MSRN031102. This account is not to be used for direct billing of airfare.

*Please note that a written report of your trip **MUST** be submitted with your travel reimbursement voucher or prior to an approval request for your travel voucher.*

The trip report form is available at <http://isp.msu.edu/funding/documents/trip.pdf>

We must have this form to document use of Special Foreign Travel Funds and to obtain additional funds. Travel vouchers will **not** be approved for processing until this report is received by ISP.

Funds may be used for award travel only; they may not be carried forward. If the trip is not taken you must notify ISP to be eligible for funding within the 24 month period.



The Office of International Studies and Programs

Advancing Knowledge. Transforming Lives.

Office of the Dean

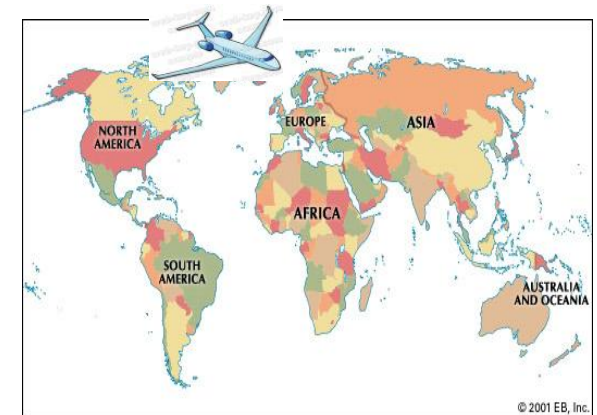
207 International Center

East Lansing, MI 48824

517-355-2350

Special Foreign

Travel Fund (SFTF)



MICHIGAN STATE
UNIVERSITY

PURPOSES

The Special Foreign Travel Fund (SFTF) is a source of funds to assist faculty with transportation to international professional meetings and congresses outside the U.S. to present papers, deliver keynote addresses, juried exhibitions, or performances in major concert halls. It is intended to supplement departmental, college, and/or grant funds available to faculty and serve to equalize MSU units' ability to support international travel by their faculty.

PROCEDURES

Applications are reviewed three times each year:

- ☉ **February 1 deadline:** for meetings held **March through August**
- ☉ **June 1 deadline:** for meetings held **July through December**
- ☉ **October 1 deadline:** for meetings held **November through April**

*Download instructions and application from http://isp.msu.edu/funding/documents/SFTF_ap.p.pdf

Submit the following to Kathy Riel, Office of the Dean, International Studies and Programs (ISP), 207 International Center:

1. Completed application with signatures of dean and chair (please plan to seek their approval at least two weeks in advance of the deadline.)
2. Invitation to present a competitive paper, keynote address, juried artistic exhibition, or performance in a major recital hall. If you think it is possible that you will be invited after the SFTF deadline, please submit your application without the letter of invitation by the appropriate deadline. Your application

may be approved contingent upon receiving the invitation letter soon after the deadline. We must have a copy of the invitation letter as soon as possible.

*The review of applications will be completed no later than the 15th of the deadline month. Applicants will be notified of decisions in writing as soon as possible after the 15th of the applicable month. *

☐PLEASE BE SURE YOUR APPLICATION IS COMPLETE☐

☐INCOMPLETE APPLICATIONS WILL BE RETURNED! ☐

POLICIES

-SFTF is to be used as a **last resort**. Applicants are urged to first explore and secure support from other sources whenever possible, such as departmental or college funds, N.S.F. or N.I.H. or other grants, foundations, and personal resources.

-SFTF is intended to be supplemental in nature. Departments and colleges (combined) **must match** the entire SFTF grant made to a faculty member (a 50/50 match). Grant funds in an MSU account and dedicated to travel costs can be substituted for college or department matching funds. Only funds allocated to offset **AIRFARE costs** will be considered to be matching monies—that is, funds allocated for conference fees and subsistence costs **cannot be used to match** SFTF grants.

-If two or more faculty members from the same department or major academic unit apply for support to attend the same meeting, the maximum award will be **no more than 120%** of the round trip cost for one person, **to be split** evenly among the individuals or in a manner recommended by the relevant unit administrator.

-SFTF support is for faculty attendance at international congresses and meetings held outside the U.S. Requests to attend national meetings of foreign professional associations will be considered. A letter explaining the benefit of such attendance will **NOT** be considered.

-SFTF may be used only for **airfare expenses**. It cannot be used for per diem and related meeting or conference costs. You are expected to seek the **lowest possible** airfare. Airfare cannot be direct billed to the SFTF account.

-Individuals may not receive **more than one** SFTF award within a **twenty-four month period**.

-**Tenure system faculty** are given higher priority, but all MSU faculty (not visiting) are eligible.

-SFTF support **may not** be sought for retroactive reimbursement of airfare expenses.

-The Dean of ISP, or designee, will make **final decisions** on award recipients and levels of funding.

-The Dean of ISP, or designee, will notify applicants, their chairpersons/directors, and deans of the decisions made, and will **provide awardees with information** on procedures for using the funds.

-Those who receive a SFTF award are required to submit a brief report of their travel (upon completion) and international meeting experience with their completed travel voucher.

Faculty with questions about any aspect of these guidelines should contact Kathy Riel, Office of the Dean, International Studies and Programs, 207 International Center, telephone 5-2350.