

Travel Support Request Form: SEAS Care Policy for Conference Travel

Name: _____

Department: _____

Purpose: to recognize the challenges faced by faculty in caring for children while still meeting professional expectations for conference travel.

Eligibility: All tenured/tenure-track faculty, or full-time instructional faculty (e.g. Lecturers, Research Professors, etc.)

Funding: \$1,000 maximum per fiscal year per faculty member. The fiscal year runs from July 1st – June 30th.

Eligible costs:

- Childcare costs at the conference site
- Limited support for travel and related costs for a caregiver and dependent to accompany the faculty member to the conference.
- Costs for extended childcare at home while the faculty member travels (beyond normal childcare costs)

➤ NOTE: travel for the spouse/partner/second parent or guardian is NOT included unless the accompanying child is under 18 months of age.

1. Conference: _____

Location: _____ Date of Conference: _____

Role (e.g. presenting paper, etc.): _____

2. Amount requested: \$ _____

To cover cost of _____

Number of children _____ Age/s at time of travel _____

Caregiver (if applicable): _____

➤ Please attach documentation supporting costs

In requesting this support, I affirm that my spouse/partner/second parent or guardian is not available for child care due to work obligations or other extenuating circumstances. I also affirm that I am scheduled to participate in the conference as outlined above, and will notify the Dean should my role change. I understand that any funds received for this purpose is considered taxable income under federal and state tax laws, and that the travel and accommodations comply with University guidelines for travel reimbursement.

Faculty Signature

Date

Please submit this form to Monica Vacanti (mvacanti@buffalo.edu) for further processing and approval by Associate Dean Batta.

Approved: _____
Rajan Batta, Associate Dean for Faculty Affairs & Diversity

Date