UW ARCHITECTURE→

FACULTY TRAVEL AND OTHER EXPENSES
The following document outlines the Department of Architecture policy on faculty travel and other expenses. If you have any questions about these policies and related procedures, please contact Shanna Sukol: shannas@uw.edu.

TRAVEL EXPENSES
The Department has funding available to faculty for travel directly related to their research activities—with priority given to tenure-track and tenured faculty. The maximum amount of these funds will be the same for all faculty based upon rank, with the highest amount available to Assistant Professors ($1500/year), the next highest for Associate Professors ($1000/year) and the smallest amount for Full Professors ($500/year).

These funds are subject to budget availability and the amounts will be established annually. Acceptable travel expenses are conference registration and travel, but not meals or accommodation. In addition to these basic regulations, there are a number of specific rules that govern the awarding of funds relative to the kind participation of the faculty member (paper presenter, conference chair or attendee) and the extent of the travel (domestic or international). Please contact the Chair if you have any questions.

Procedure: Individual faculty members must submit the reason for the travel (conference or meeting information), location of event, dates of travel, and proposed costs (including PDF copy of registration form, ticket information and estimates for other travel costs—cab, bus, subway). This material must be submitted to the Chair (cc to Shanna) prior to the travel taking place.

TECHNOLOGY EXPENSES
The Department has funding available to tenured or tenure-track faculty to provide them with and maintain their personal computers (laptop or desktop) and software. All requests for computers and software funding need to be made by faculty to the Chair (cc to Shanna), accompanied by an email from the CBE computing staff that includes an inventory of the current hardware and software (including dates of purchase) and an estimate of the new costs. Any requests beyond a single computer and related software must be made as a "Special Expenses" request (see below).

SPECIAL EVENT EXPENSES
The Department has limited funding available to support special events, such as symposia, conferences and meetings at which the Department of Architecture faculty and students are connected to the larger community.

Procedure: Faculty member(s) organizing the event must submit to the Chair (cc to Shanna) a brief summary of the event, including a schedule and budget of expenses, at least one quarter prior to the event, if possible. The application for support will be reviewed by the Chair and funding will be contingent on the availability of funds.

SPECIAL EXPENSES
Any funding request beyond those outlined above will be considered a Special Expenses request. Special expenses may include travel expenses beyond the established limit for a particular year, technology requirements beyond a single computer and related software, or classroom expenses beyond the normal expenses for a typical course, which are covered by students or faculty.

Procedure: Faculty member(s) requesting Special Expenses must submit a brief summary of the request to the Chair (cc to Shanna), including a budget of expenses, at least one quarter prior to the funding need, if possible. The application for support will be reviewed by the Chair and funding will be contingent on the availability of funds.