Travel Policy

Objective: To assist faculty in disseminating research results, especially if the subsidized activity leads to publication. Secondarily, to assist faculty in taking leadership roles in national and international organizations related to “the discipline.”

- Maximum level of support is $2,500 for an individual during a single fiscal year (May 1 – April 30). Maximum of 3 events per fiscal year.
- Subsidy can be up to 100% for formal presentation of research or creative activity in a recognized and significant forum; for composers, this could be the first professional performance of a work, or a first recording, especially where the composer has been invited to perform.
- Other kinds of formal activity at a significant forum (e.g., chairing a panel discussion, editorial or executive board meetings) may qualify for a 75% subsidy.
- All reasonable costs (travel, accommodation, conference registration) can be considered for subsidy.
- Subsidies will be provided on the condition that an application is made to the FRDF internal travel competition. Funds received from such sources will reduce or replace a commitment to support made by the Faculty of Music.
- Faculty subsidy will not be available where a fee or honorarium is offered to the presenter and/or expenses are covered by another funding source.
- Funding is not available during sabbatical or study leave.
- Requests are to be submitted to Department Chairs. Chairs will forward funding recommendations, accompanied copies of invitations/acceptances, to the Dean using the “Conference Travel Fund Request” form.
- Chairs will submit travel subsidy requests for their own research or creative activity presentations to the Dean.
- Should the amount of travel subsidy exceed the amount budgeted before fiscal year end, then subsequent requests either cannot be supported or will be handled on a case-by-case basis.