

**Faculty Travel Committee  
2010-2011 Meeting Minutes  
April 14, 2011 4:05 pm**

**Present:** Ahmad Elshennawy (CECS), Debra Hunt (CON), Cynthia Hutchinson (ED),  
Dinender Singla (COM), Qiyu Sun (COS)  
**Absent:** Thomas Martin (BA), Timothy Rotarius (HPA), Jeffery Rupert (CAH),  
Shintson Wu (CROL)  
**Others Present:** Edward Jacobs-CFO (ORC)  
**Coordinator:** Ami Zulich (ORC)

---

A motion was made by Cynthia Hutchinson and seconded by Debra Hunt to select Dinender Singla with the College of Medicine, as acting committee Chair. Motion passes, selection was unanimous.

**Discussions:**

- Review of meeting minutes from previous travel sessions show steady decline in applications requesting Funds to Support Faculty Travel.
- Summary of Applications for travel year (March 16, 2010 ~ March 15, 2011) distributed for review.
- Committee noted funds available and funds requested.
- Review summary of 42 qualifying applications and confirm sufficient funds to reimburse at 100%.
- Committee speculated on possible reasons for decline in number of application submissions (55) and concern over 13 submissions that did not meet the present criteria by using E&G funds to support their faculty travel.

**Recommendations:**

Once a point of contact is found, Dr. Singla hopes to discuss the need to revise or update the current criteria for qualification of funds as many departments no longer receive E&G funding due to economic cuts.

Suggestion was made to refine the current application to stress travel expenses *must* be paid with E&G funds to avoid misunderstanding and to qualify with current criteria for reimbursement.

The Faculty Travel website will be updated to correspond to the current travel year already in progress.  
(March 16, 2011 ~March 15, 2012).

Reiteration was made on the need to keep these funds available, but to better serve the faculty of UCF by revisiting the criteria.

A motion was made and seconded acknowledging reimbursement to the departments of 42 qualifying applications, while confirming 13 applications did not meet the required criteria for funding. Transportation costs were not covered by E&G funds in all 13 cases. Letters will be signed by Dinender Singla and distributed by ORC via hand delivery.

Meeting adjourned: 4:35 pm

Ami Zulich  
ORC Faculty Travel Coordinator  
407-823-1163 ami@ucf.edu