



# University of Central Florida

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Faculty Travel Committee  
2013 - 2014 Meeting Minutes  
April 9, 2014 Start: 3:23 pm End: 4:20 pm

**Present:** Ghada Baz (BA), Michal Masternak (COM), Renee Montgomery (LIB), Angela Ritten (CON), Ahmet Ozturk (RCH), Axel Schülzgen (CROL), Jeffrey Stout (ED), Kuppapalle Vajravelu (COS) and Lyman Brodie (AA)  
**Absent:** Mingjie Lin (EECS), Gina Fromang (CAH)  
**Others Present:** Edward Jacobs-CFO (ORC)  
**Coordinator:** Ami Zuclich (ORC)

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The largest meeting to date opened with introductions of attending committee members, followed by a brief explanation on the purpose and benefit of applying for Funds to Support Faculty Travel.

#### Discussions:

- 2013 meeting minutes distributed and accepted as written.
- Distributed copies of final faculty travel ledger and reviewed summary of 62 submissions (up from 38 in 2013) and confirmed sufficient funds to reimburse at 100%.
- Explanation and review of four non-qualifying applications. Confirmed by all in attendance
- Questions raised and discussed re: "only Tenured and Tenure-earning faculty eligible for funding. Motion made for funds to be made available to all faculty members when travel criteria are met. Motion passed.
- Motion made to raise reimbursement limits to \$400 for US travel and \$800 for international travel. Motion passed unanimously with the confirmation that only E&G monies will be refunded.
- Dr. Jeffrey Stout agreed to act as Committee Chair responsible for signing Non- Award letters of notification.

#### Noteworthy follow-ups:

The College of Arts and Humanities had the most applications for 2014 with 20 submissions (11-US & 9-International) all totaling \$8,208.43.

All qualifying funds were distributed via Journal ID Transfer (6101041024) on April 10, 2014.

The Faculty Travel website information and applications were updated on May 9, 2014 to reflect current travel year, increased travel refund limits and changes to qualifying criteria. (March 16, 2014-March 15, 2015).

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