

MEMORANDUM

DATE: May 16, 2022

TO: Computer Science Faculty

FROM: Scott DeLoach

RE: Travel Support Program

Effective immediately, the department will provide the following travel support.

1. One professional development trip per staff member per year.
2. One teaching-related or one research-related professional development trip per teaching faculty per year.
3. For each conference paper accepted for publication at a reputable conference, one trip (either by a graduate student or faculty member) to the conference for presentation of the paper. This is only available when the faculty member does not have any funds available for travel.

Each trip will only include reimbursement for normal travel expenses within the continental US. Students attending a conference to present a paper must first request travel support from GSC and ERGP (see [K-State engineering graduate student travel support](#)) and their major professor or faculty coauthor (if different from their major professor).

To apply for the trip reimbursement, the faculty member must submit an e-mail request with all the pertinent details of the requested trip and publication (if applicable) to the department head requesting approval of the trip reimbursement. The department head alone will determine whether the trip reimbursement will be granted.

Cc: Theresa Hogenkamp, Charlotte Bruna