

TO:

All Full-Time

9. Please submit completed applications and registration to the Provost's Office no later than the Second Thursday of each month. If received after the due date, your application will not be considered until the following month's review.
10. **Faculty members who decide NOT to attend the conference or seminar after funds have been approved should notify the Provost in writing.**
11. **Applications submitted after the travel has taken place will be given the lowest priority and may receive no funding at all.**
12. Applicants are reminded that the Faculty Travel provisions of the University Travel Policy apply to faculty travel. All expenses are paid by the Travel Applicant and submitted for reimbursement, subject to the approval of the Travel Committee. For questions, please refer to the University Travel Policy on your My.Scranton page under financial links.

