

## **Travel Funding Policy for ASLE Officers**

Each year, the ASLE leadership meets to discuss ASLE business in person. The leadership consists of the Executive Council (President, Vice President, Immediate Past President/VP, Diversity Officer, Graduate Student Liaisons, and six Executive Councilors), appointed officers (Executive Secretary, Treasurer, Editors of *ISLE*), and those in appointed, non-officer leadership roles, such as Professional Liaison Coordinator, Digital Strategies Coordinator, Mentoring Coordinator, International Liaison(s), and Book and Paper Awards Coordinators. For simplicity's sake, all those invited to the meeting will be referred to as "officers" throughout the rest of this policy. During conference years, the meeting occurs directly before the conference. In non-conference years, the meeting takes the form of a weekend retreat, usually near the home location of that year's Vice President.

It is expected that all other officers attending these meetings will cover their own travel costs, ideally by applying for travel funding through their institutions. To help with obtaining institutional funding, the ASLE president can (upon request) extend a formal, written invitation to the meeting, emphasizing its importance to the work of the organization and thus the professional service rendered by the ASLE officers attending the meeting.

In non-conference years, ASLE covers the costs of lodging and meals in the retreat location. In addition, some limited funding is available to assist ASLE officers in attending the yearly meeting. Please keep in mind that ASLE can provide only partial travel funding for any individual officer.

Funding is guaranteed for at least one contingent faculty member or independent scholar to travel to the yearly meeting as needed. If more than one contingent faculty member or independent scholar is elected to the EC, priority goes to the Contingent/Independent Advocacy Officer. Funding is guaranteed for at least one graduate student to travel to the yearly meeting as needed. If more than one graduate student is elected to the EC, priority goes to the Graduate Student Liaison in their second year.

To apply for funding assistance, officers should contact the ASLE president within one month after the meeting is announced.

In deciding the allocation of funding, the president will take the following into consideration:

- Elected officers and the Executive Secretary will take priority over other members.
- Officers without access to institutional funding will take priority over those with access to such funding.
- Officers whose trips are particularly expensive (e.g., those traveling from overseas) will take priority when their expenses are not covered by their home institutions.

## ASLE Officer Travel Funding Application

Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

ASLE Position Held: \_\_\_\_\_

\_\_\_\_ Voting    \_\_\_\_ Nonvoting

Please indicate the criteria priority under which you are applying for travel support (check all that apply):

\_\_\_\_ Institutional funding is not available to me for this meeting

\_\_\_\_ I am a graduate student

\_\_\_\_ I am a contingent faculty member or independent scholar

\_\_\_\_ My flight is very long distance (e.g. from overseas) and expensive

ASLE can provide only partial travel funding for any individual officer. Travel assistance is generally in the range of \$300-500.

Amount Requested: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

Please provide details of your particular situation and why you are applying for this funding below: