The Center will grant funds for travel to professional conferences, meetings, and workshops, contingent on availability of funds and approval by the Advisory Board. Revised CEAS Travel Guidelines are listed on the back of this form. Print out this form, fill it out, and return it to the CEAS Office, 201 Bailey Hall or Fax 4-5034

**Purpose of Travel:**
Name of Event:
Type of Event: (Conference, Annual Meeting, Symposium, Workshop, etc):
Location:
Event Dates:
Paper(s) you will give:
Panel(s) you will chair:
Panel(s) you will participate in:
Other Contributions:

Briefly describe the event and explain how it will contribute to your research and/or teaching

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Travel dates and destinations:
From__________________ to __________________ on (date)____________
From__________________ to __________________ on (date)____________

Estimated travel expenses:
Airfare______________ Mileage______________
Taxis_______________ Parking_______________
Other (specify)________ Total amount requested________

Other applications for support for this project have been submitted to (name offices or agencies and amounts for which you have applied):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
A brief report on the academic nature and value of the trip should be submitted to the Center as soon as possible after returning.

Signature of applicant ____________________________ Date submitted ______________________

Travel Guidelines
A. Ordinarily only one request per faculty member will be granted in an academic year.
B. Normally only travel costs will be funded. Amount of awards will be determined annually dependent upon funding.
C. Only professional meetings and activities directly related to East Asian Studies will be considered.
D. Priorities will normally fall in this order:
   1. Continuing Core Faculty
   2. Temporary Core Faculty
   3. Associate Members
E. Awards will be made by the Advisory Committee.
F. Awards will be contingent upon exhaustion of all other University funding sources.
G. Applicants are requested to describe the circumstances of their planned travel as fully as possible.

The CEAS by-laws define the following:
Continuing Core Faculty--An individual who holds a continuing appointment at the University of Kansas and if a member of the teaching faculty, meet two of the following criteria: the faculty member must have a working knowledge of an East Asian language, the faculty member must teach on a regular basis an East Asian course that can be cross-listed in EALC, or the faculty member must do research on East Asia; if a librarian, the individual must either hold an appointment in the East Asian Department of the University Library, or work directly with the East Asian Collection as part of his or her assigned duties.

Temporary Core Faculty--An individual who holds an appointment at the University of Kansas and meets one of the following criteria: the faculty member must have a working knowledge of an East Asian language, the faculty member must teach on a regular basis an East Asian course that can be cross-listed in EALC, or the faculty member must do research on East Asia.

Associate Members--An individual whose teaching and research activities touch upon East Asia who wishes to participate in the CEAS.