**Travel Support for CRAL Staff and TEFL Faculty**

**The purpose** of this financial support is to support CRAL staff and TEFL faculty in their professional development and to disseminate research and scholarship produced by CRAL and TEFL at regional and international venues.

**Eligibility:**

* CRAL staff and TEFL faculty with teaching responsibilities with part- or full-time employment
* Direct benefit of the trip towards the professional development of the applicant, e.g. attending a conference, presenting at a conference, conducting a training, etc.

Priority will be given to applicants that 1) have not received travel support from CRAL for the past two years, 2) are traveling to present, and 3) are on a full-time contract.

**Amount:**

Up to $500 per year for CRAL staff (the amount may vary depending on fund availability)

Up to $1,500 per year for TEFL faculty (the amount may vary depending on fund availability)

**Procedure:**

1. Interested applicants should submit the following information by email to the CRAL director(s):
* Name, dates, venue of the conference or event
* Itemized expenses (estimated or actual) to be covered by the travel support
1. The director will review the applications, consult with the Dean of CHSS, and inform the applicants of the decision by email within a week of their receipt.
2. If the applicant is CRAL director, the Dean of CHSS will consider the application.
3. Upon approval,
	1. employees on **an employment contract** should file a business trip request with Arina Bekchyan before the trip. The approved amount will be provided before the actual trip.
	2. employees on **a service contract**, must ensure that
		1. their contracts include a provision for receiving money for professional development. If not, they should request the CRAL Co-directors that their contracts be amended.
		2. they keep all receipts and boarding passes until after the trip. The approved amount is reimbursed after the trip.

The final decision will depend upon the availability of the funds in the CRAL budget.