MEMORANDUM

DATE: September 15, 2015

TO: Senate Scholarly Activities Committee Members

Allison Looby  Barry Milavetz  Travis Desell
Cynthia Prescott  Sima Noghanian  Jody Ralph
Dee Ann Ellingson  Thomas Clement  Michael McGinniss
Sarah Meyers  Casey Ozaki

FROM: Julie Solheim, Administrative Assistant

RE: Agenda for September 21, 2015, Meeting of the Senate Scholarly Activities Committee

The Senate Scholarly Activities Committee will meet at 1:00 p.m. on Monday, September 21, 2015, in Twamley 305 to review travel applications received for the September 11, 2015, deadline. The following items are on the agenda:

1. Approval of minutes of September 14, 2015 meeting (on Sharepoint)

2. Review of Applications for Travel Funds. Enclosed are “Evaluation Records” and:

   45 Domestic Travel Applications $49,421.27 (Air = $25,481.00)
   9 Foreign Travel Applications $17,738.40 (Air = $14,624.16)
   54 Applications Received $67,159.67 (Air = $39,105.16)

   Please note that R. Newman, R. Simmons, and F. Xiao is requesting funds for ground transportation only ($878.65)

The Committee has $11,443.40 ($57,217*.60=$34,330.60/3) to award this cycle.

For your information, a list of airfares to the destinations listed on the applications. Most airfares are from Orbitz.com, and dates at least three weeks in the future were used for applicants who have already traveled/would be soon after the deadline/date the searches were done.

Please let me know if you will be unable to attend the meeting.

*All applications and review forms are on Sharepoint. The airfare listing and the review forms are under “Other information.
Let me know if have troubles accessing the site.