

DUSP Guidelines for Course-Related Travel

The Department values travel opportunities for our students. As such, we sponsor a variety of opportunities that have a travel-related component – conference attendance, dissertation research travel, summer workshops, and certain course-related trips.

Course-related Field Trips:

Course-related field trips are primarily associated with workshops and studios (practica) and costs should be covered, as much as possible, by the client or sponsoring agency. If supplemental funding is requested, the Department, within the resources at its disposal, will approve such support on a competitive basis. Criteria for review will include, but are not limited to, cost, matching support, length and dates of field trip, total number of field trips in a given term, the centrality of the travel to the course itself, and equitable distribution of opportunities. Matching support (e.g., matching funds, accommodations offered by host) is viewed favorably.

The Department does not wish to make involvement in subject-related field trips a financial burden to participants. Therefore, the primary sponsor of the field trip (e.g. DUSP or other MIT funds, external client or host institution) must cover the cost of travel and accommodations. Students are expected to provide financial support for their meals, international visa charges, admissions fees, and incidental expenses.

The Department Head must approve all field trips, regardless of length, location, or source of financial support. We have a responsibility to all travelers and the Institute related to safety and liability.

Period of Travel for all Subject-Related Trips:

Travel by students (both independent travel and subject-related field trips) is strongly encouraged during the summer, IAP, Spring Break, or over “long” weekends. Travel that requires students to miss other scheduled classes has proven very disruptive and therefore requires special justification.

Applications:

A call for requests for course-related travel approval, with or without an accompanying request for funding, will be issued prior to each term. (Faculty are welcome to submit an application prior to the call, but the evaluation process will take place when all requests have been submitted.) The following guidelines and criteria have been established in order to evaluate requests equitably.

Applications should include the following:

1. Location, dates, and a brief explanation of activities (with special justification for travel outside acceptable periods, if applicable).
2. Explanation of value to the subject matter. Note that travel must be an integral part of the course; please indicate whether or not the trip is a requirement of all students enrolled in the subject.
3. Estimated number of travelers, cost of transportation and accommodations.
4. Source and amount of matching support, and amount of funding requested from DUSP.

Requests need not be long; please simply include the items above, and any other information that you feel is pertinent to the application.

We hope this standardized process both removes the mystery and introduces greater equity into the funding for course-related travel. Please feel free to directly any questions you have about the request process to Karen Yegian.

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