

# BIT Application

## Beeson International Travel Grant for Faculty

Global Partnerships Office | 859-858-2234 [global.partnerships@asburyseminary.edu](mailto:global.partnerships@asburyseminary.edu)



### Purpose

The purpose of the BIT grant is to encourage the exchange of faculty and significant scholars between Asbury Theological Seminary and agencies and schools around the world. The preferred purpose of the BIT grant for faculty must be explicitly for teaching a course in a seminary or Bible college that is preparing ministers. This program will assist with Core Value #1 of the Seminary's 2023 Strategic Plan<sup>1</sup>, consistent with the criteria stated in this document.

### Background

Mrs. Orlean Bullard Beeson, in her estate gift to the Seminary, established a "Foreign Scholars-in-Residence" program to "defray the costs and expenses of foreign scholars visiting the seminary as advanced students or as teachers and professors upon the invitation of the seminary." While the original vision was to encourage international scholars to visit Asbury, the endowment currently facilitates sending faculty outside of the United States as well as receiving faculty and scholars from overseas.

### Guidelines

- Funds are available to cover **up to \$2,500 for air travel and in-transit expenses** (e.g., in-transit meals, in-transit lodging, ground transportation, up to \$75 cell phone expenses, etc.). Upon arrival at host institution, any in-country expenses (meals, lodging, transportation, library, intranet, etc.) are the responsibility of the host institution.
- Expenses for Asbury faculty family members traveling overseas are not supported by the grant.
- Unless otherwise authorized, grants are limited to **one per applicant per academic year**.

### Procedures

- The applicant must match one of the criteria categories below.
- Please fill out this application and submit the following documentation at least two (2) months in advance to the Office of Global Partnerships to be eligible for BIT assistance: 1) printout estimate of air travel expense, 2) letter of invitation from host institution, 3) course syllabus or teaching schedule, and 4) written explanation for in-transit lodging, extra airfare, meals, etc.
- Upon approval of the Director of Global Partnerships and the Provost, flight tickets may be purchased. Please fill out a Request for Payment form (RFP) for reimbursement and submit to the Office of Global Partnerships with receipt(s). Please use the cash advance account number 590-00000-16250-000000.
- Fill out Travel Request Form (on Connect/Menu/Business Office), which is required for all ATS international travel.
- Upon return, please submit a Travel Expense Report (TER) with receipts to the Office of Global Partnerships.
- Please also provide a brief summary with a few significant photos of the trip for possible inclusion in the Board of Trustees report or faculty newsletter. As appropriate, information from the report may be used in marketing and/or news releases promoting Asbury's engagement with the majority world. Both reports are due within one week of your return.

### Criteria

- The preferred utilization of these funds by a regular Asbury Seminary faculty member is for **teaching a course at an accredited seminary/graduate school of religion or an undergraduate Christian college** that is preparing men and women for ministry. Collaboration with official Global Partners of Asbury is especially valued.
- A less frequent utilization of these funds is for **teaching a several-day seminar** (more than two days) or equivalent event, of sufficient academic and training rigor as determined and approved by the Director of Global Partnerships and the Provost, that assists with preparing men and women for ministry.

<sup>1</sup> Asbury Seminary will be committed to serving the Global Church. We will be ever mindful of the global Church as we develop new programs, utilize technology and innovative delivery systems, understanding global trends, and partner with theological institutions around the world. We will strategically deploy faculty, student, and learning resources on every continent in a collaborative way marked by servant leadership.

- Emeritus, affiliate, and retired faculty may participate in the BIT grant when the trip is in conjunction with a partner institution.
- Adjuncts may participate in the BIT grant only when a particular partnership MOU requires the services of a particular adjunct.
- Each academic year, five (5) grants of \$1,000 are allocated to assist with travel expenses for Asbury PhD students as TAs to accompany Asbury faculty who are teaching abroad. This would supplement funds already available through the TI program in ARP. Students would apply for these grants through ARP and the Global Partnerships office.
- Occasionally, seminary support staff may receive funding when requested by a Global Partner or collaborating institution or agency for the **purpose of strengthening academic infrastructure** (e.g., library and information services).
- The Director of Global Partnerships and the Provost may utilize these funds for their travel (or an approved designee) as needed to assist with **establishing and maintaining relationships with the Seminary's global partners**.
- Faculty are encouraged (though not required) to teach at one of our partnership institutions.
- Any exceptions to the above, or any grandfathering of exceptions, should be rare and must be approved by the Director of Global Partnerships and the Provost after receiving a written rationale for the exception.

## Application

NAME OF APPLICANT

DATE OF APPLICATION

NAME(S) OF ADDITIONAL TRAVELERS

NAME OF INVITING INSTITUTION

DESTINATION

DATE OF DEPARTURE

DATE OF RETURN

### Purpose of Trip

This trip includes multiple purposes and destinations.      Yes      No

**If Yes, Please Specify**

# Projected Costs

Please attach documentation to support projected flight costs. NO CHARGES ARE TO BE MADE WITHOUT AN APPROVED APPLICATION. If in-transit costs are included, please include rationale on a separate sheet.

FLIGHT(S)

IN-TRANSIT GROUND TRANSPORT

IN-TRANSIT LODGING

IN-TRANSIT MEALS

OTHER – PLEASE SPECIFY

TOTAL PROJECTED COSTS

Please submit this application and all supporting documentation (flight estimates, letter of invitation, course syllabi) to the Office of Global Partnerships **at least 2 months prior to travel.**

APPLICANT'S SIGNATURE

DATE

*Office use only*

## Director of Global Partnerships Approval

SIGNATURE

DATE

COMMENTS

## Provost Approval

SIGNATURE

DATE

COMMENTS