

## Becton College of Arts and Sciences Travel Fund Policy

- For **2023-2024**, reimbursement for travel will be at two levels: national association meetings will be reimbursed **up to \$1,000**; regional meetings will be reimbursed **up to \$500**. Awards will be made on a first come-first served basis; budgetary limitations may make it impossible to honor every request up to these amounts. Due to these budget restrictions, only one trip per year will be supported. **I will reimburse travel for international conferences in an amount up to \$1,200, subject to approval by the Provost and Health and Safety Committee.**
- Funds are awarded for discipline-related professional development. The College will attempt to support all requests from faculty presenting scholarly papers at professional meetings, or who otherwise appear on the official meeting program. **Copies of papers must be submitted to the dean upon return from the conference for inclusion in the faculty member's file.**
- The costs of travel, room and board, and conference fees for an individual who is presenting a formal written paper will be covered. The college *cannot* support additional expenses such as entertainment, telephone calls, room service, laundry services, car rental, etc. (Refer to Travel and Business Expenses Policies and Procedures for detailed list.)
- When a number of individuals who have equal claims to the fund apply and there are not enough funds for each of them, preference will be given to the individuals who have received the least of the funds in the past.
- **Individuals receiving college support to attend professional association meetings are expected to attend at least one session dealing with pedagogy in their discipline, whenever the meetings include such sessions. The subsequent request for reimbursement must include a brief report on the pedagogy session attended. The report also should be shared with colleagues in the individual's department or discipline. NOTE: THIS REQUIREMENT HAS NOT ALWAYS BEEN VERIFIED. PLEASE MAKE CERTAIN THAT YOU DO SO WHEN MAKING YOUR REQUEST FOR REIMBURSEMENT.**
- **If all the funds** available are not used by individuals who are presenting papers, or posters, chairing panels, or serving as discussants, the remaining funds will be made available to individuals who want to attend national or regional meetings for their professional development. Normally, no more than \$300 or 50% of their expenses, whichever is the lesser amount, will be provided for this purpose.
- If funds are available after meeting requests of full-time faculty the college will support part-time faculty who wish to present papers at scholarly meetings.
- Normally, travel funds will not be allocated to a faculty member while on sabbatical for travel expenses related to the sabbatical.

### **UNIVERSITY POLICY**

- **Expense vouchers must be submitted upon return from travel but not later than 90 days thereafter.**
- **Any vouchers received after 90 days will not be accepted in Finance without a detailed explanation.**
- **All expenses need to be documented with receipts. Expenses not supported by receipts cannot be reimbursed (University Policy).**
- **Under no circumstances will receipts received after July 10, 2023 be reimbursed.**