

Policy for Faculty Travel

It is best to get your travel prediction forms to the dean early for the best shot at the funding. Please note the following:

1. Travel is funded for presenting a poster or paper at a conference. Travel is never funded just to attend. Funding of one trip per year for each faculty member is the norm.
2. Please submit forms to the dean's office at least 4 weeks in advance of the travel. They cannot drop everything to act on a request submitted a week or a few days before the travel. They also will **not ever** fund any trip submitted after the fact. In any case, the earlier in the fiscal year, the better your chances of receiving money, because they run out of \$\$ later in the year.
3. The dean's office will consider funding a second trip, so all second trips should be submitted for consideration. Whether or not the dean's office funds the second trip depends on the state of their budget and whether they regard the purpose of the travel as particularly important. (e.g., Phil said that they funded several trips in a single year for two faculty members who had just published books and were in high demand for speaking engagements, but that they did not fund multiple trips the following year although the same faculty asked for them.)
4. The department coordinator has the travel request forms. Once you fill one out, it needs to come first to the department chair for department contribution and signature. The department puts in \$300 for a first trip. In the case of a second trip that is to be submitted to the dean's office for consideration, the chair will put down the usual \$300 for departmental contribution. If the dean's office declines or only minimally funds the trip, then the department will provide up to \$500 toward expenses, providing the budget allows.

Here is some relevant information from the College of Arts and Sciences:

Contact : Phil Clauser, CAS Director of Administration

General Information

The College of Arts & Sciences encourages and supports faculty research. One way of demonstrating this support is by providing travel funds to enable faculty to present papers, posters, serve as a discussant, or chair a panel at regional, national, or international conferences. In general, funding is provided only when the faculty member is presenting a paper. We almost never provide support simply to attend a meeting or to underwrite research-related travel.

It is important to follow the guidelines and procedures set by the Dean's Office in order to have your trip considered for underwriting. Because the college's travel budget is limited, support must be secured at least one month prior to attending the conference/seminar. We do not support or fund any travel requests after the trip has been taken.

When and how do I submit a request for travel funds?

The individual's responsibility begins with obtaining and completing a Travel Prediction Form for each trip. Attach copies of all pertinent travel information (i.e. confirmation of your paper's acceptance, an invitation to chair a panel at a conference, the seminar schedule for which you are presenting the paper, etc.) and then list all sources of funding on the Travel Prediction Form (i.e. research grants, departmental accounts, other professional funds). The department chair should indicate the amount the department is prepared to contribute before forwarding it to the Dean's Office. As the departments expense budgets have increased, the funds the Dean's Office can

contribute have eroded so while we do have funds to match the department's contribution, we cannot pay the majority of the individual's travel expenses. You should submit your Travel Prediction Form(s) as soon as possible (i.e. as soon as you have confirmation that your paper has been accepted.)

Are there other travel funds available at Lehigh?

The Provost also has a travel fund for Assistant Professors. As these funds are also limited, the Dean's Office does not forward every travel request to the Provost's Office. The Dean's Office decides whether to forward the travel request, with the Dean's endorsement, to the Provost's Office. Typically the Provost's fund provides grants to cover the entire cost of one trip.

Can I apply for more than one trip?

Both the Provost's and the College's travel funds have supported more than one trip for the same faculty in any given year, but one trip per year per faculty member is the norm for college support. We are happy to provide support if the funds are available, but for budgeting purposes we ask that all Travel Prediction Forms be submitted to the Dean's Office as soon as possible as requests are processed on a first come, first serve basis. Likewise, if your plans change, we ask that you notify us immediately so we can award the funds to someone else, as a waiting list is started once available funds have been fully allocated. We understand that there will be some years you may not attend a conference, and there will be some years you may be invited to several. We try to take this into consideration when awarding funds.

How do I know if I have been allocated travel funds?

Once the decision has been made to underwrite travel plans, an award letter is sent to the faculty member and is copied to the Department Chair and the Academic Coordinator.

How do I get the money?

After your trip is complete, request your reimbursement using the One Card system.

Reimbursements will be directly deposited into your bank account. In order to process the reimbursement you must include original receipts (up to the amount noted on your travel award letter) for all Non-Travel expenses as well as Travel Expenses of \$75 or more.

Valid proof of expenses incurred includes:

- Original Cash Receipts that indicate the vendor's name, cash terms and amounts for services/products delivered.
- Credit Card Receipts may be used as supporting documentation for expenses such as conference registrations. However, detailed receipts are still required to support lodging expenses and non-travel expenses. Photocopies of Cancelled Checks (front and back) are acceptable in lieu of original cash receipts.

What expenses can be reimbursed?

Because all travel expenses are subject to audit and review by the Controller's Office, your reimbursement form and attachments may be reviewed in order to ensure that it adheres to the University's Travel and Business Expense Policy. This ensures that all travel and business expenses are valid, necessary, and in compliance with IRS and other government agency regulations and general University accounting procedures. Expenses that may be reimbursable include*: necessary telephone or fax charges; necessary expenses associated with baggage handling, storage, and tips, laundry and dry cleaning for travel periods greater than five days, hotel, and travel expenses. Expenses that are NOT reimbursable include*: alcoholic beverages; credit card fees; auto rental insurance charges; child care expenses; fines for traffic/parking violations; personal entertainment expenses; travel insurance; medical costs, etc.

