

## Guidelines for Funding of Faculty Travel Grants

1. We hope to support all regular faculty members in the College for travel to one professional conference per year, in accordance with the priorities listed below (see #4a). Because travel funds are limited, requests for second trips in a given fiscal year will be held until after all first-trip requests have been funded, and granted according to criteria listed below (see #4d).

2. Deadlines for applying for travel funds occur twice during the year. Faculty requesting travel funds for the fall or thereafter should submit applications to the Associate Dean's Office (Albany 201) by **October 5**. For faculty requesting travel during the summer, applications will be accepted starting April of the previous academic year. Summer travel awards are considered as travel for the subsequent academic year. For example, if you want to travel in June 2020, you may apply beginning April 2020, and this would be considered a travel request for the academic year of 2020-2021.

3. A note to new arrivals: Faculty members arriving in 2019-2020 have been provided with start-up funds designed to help get research programs going. Spending from start-up funds does not require approval through this process. Simply present receipts or request advances to Terri Banasek, Executive Assistant to the Dean of the College (banasek@lclark.edu).

4. Selection criteria for granting application requests are as follows:

4a) Preference will be given to tenured, tenure-track faculty (tenure-line faculty) and senior lecturers seeking funding *for a first request* for participation in a conference in any of the following categories:

- Presenting a paper or a response to a presented paper,
- Organizing or participating on a panel,
- Organizing or chairing a session,
- Performances or showings,
- Serving the sponsoring organization in an official capacity.

4b) First requests from tenure-line faculty and lecturers in above categories will be funded with conference registration and travel expenses and authorized per diem food and lodging covered, if possible, up to \$1,500.

4c) All requested amounts over \$1,500 may be considered on a case-by-case basis, with preferences given as enumerated in 4a.

4d) Second requests from tenure-line faculty will be considered only after all first requests have been funded, and if travel funds remain. Preference for second requests will be given to junior faculty.

4e) If money remains after travel request for tenure-line faculty and senior lecturers have been funded, visiting faculty and instructors may be funded up to a maximum of \$700 for attending conferences. Funding may be full or partial, depending on the demand from the tenure-line faculty and senior lecturers for first and second trips.

4f) Airfare to international conferences is especially costly. For that reason, we are unlikely to fund more than one international trip (even when on the program) in one calendar year.

4g) As airfare costs rise, please book early and shop around. Once your trip has been approved, Marjorie Reedy (mreedy@lclark.edu) can reimburse your airfare and other payments already made, and she can also pay registration fees directly if provided with the completed registration application form well before the deadline. This process includes direct reimbursement for already-purchased tickets. Because the Business Office considers all travel advances to be loans, rather than reimbursements, you must save and submit all your receipts with your Expense Report upon your return. Accounts will be settled with the Expense Report, which, according to Business Office policy, is to be submitted to the Dean's office ***within 60 days of your return from the conference.*** Otherwise the reimbursement is treated as taxable income to you.

4h) If you need funds to cover expenses incurred *while traveling*, the Business Office can issue a Travel Advance one month prior to your date of travel upon request (the rules have changed regarding reimbursements for funds already expended; they can now be reimbursed as soon as you've purchased a ticket, or paid for registration or a hotel deposit. This no longer requires using a Travel Advance). To assure that you will have a Travel Advance check ready at the Cashier's Office prior to departure, send an email reminder to Margaret Salstrom at least three weeks before you would like to pick the check up.