

SoE Travel Funds Policy for Faculty Development

Policy

Administration policy, specific funding criteria and procedures for application and administration are subject to the following constraints:

- The funds may be used *only* for travel related to the faculty member's employment responsibilities, namely, research, teaching and service.
- All funds will be allocated on the basis of the potential of the proposed travel to advance faculty member development, and on the faculty member's record of accomplishment.
- Only members of the tenure-track or tenured faculty may receive funding.
- *There is no entitlement to a minimum annual amount of travel funding for any faculty member;* the School will consider applications for funds up to a **maximum of \$1500 total** per faculty member **per fiscal year**.
- Travel expenses paid from this fund may not exceed the amount approved; furthermore, any excess between the amount approved and the amount expended cannot remain in any departmental account for subsequent use.
- If funds from the international travel fund administered by the Graduate School are insufficient to cover all faculty international travel needs, the School will consider funding for both the domestic and international portions of faculty development-related travel.

All university/state restrictions on travel apply (ticket purchase, per diem, etc.; faculty development travel fund requests cannot supersede the required KU out-of-state travel request and travel deadlines (see http://www.comptroller.ku.edu/CASPUR/TRAVEL/travel_main.aspx, and/or contact departmental budgeteers for additional information and assistance).

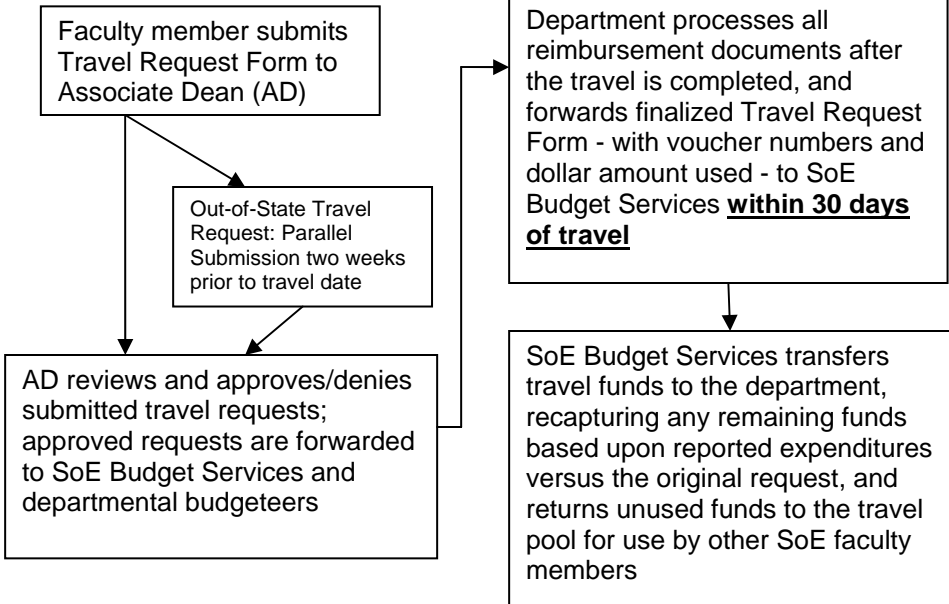
Instructions (see figure below)

Faculty should use the attached form to submit travel requests. The completed form should be given to the Associate Dean (AD) for Research and Graduate Programs. The AD will approve or deny the requests, and will forward approved requests to the departmental budgeteer and SoE Budget Services. Departmental budgeteers will process the travel request, in accordance with KU guidelines, and then process all reimbursement documents after the travel is completed. The final reimbursement document will be sent to SoE Budget Services so that any funds not utilized for the approved request can be recaptured for use by other faculty members in the School. SoE Budget Services will then transfer funds to the appropriate department, thus assuring all approved funds not utilized are made available for reallocation.

Transfer of funds will only be processed for expenses submitted within 30 days of travel.

Travel Fund Request Process

KU's **Request for Out-of State Travel** form must be submitted no later than two weeks prior to the date of departure*



* Submissions that do not meet the two week requirement may be returned to the applicant.
Insurance: Employees are covered by evacuation/repatriation insurance by virtue of being on the KU payroll.
More information is available at: http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance

Faculty Development Travel Request Form

Name of Tenure-Track or Tenured Faculty Member:

Department: _____

Period of Travel: ____/____/____ to ____/____/____

Amount Requested: \$ _____

(The total amount of travel awards to an individual faculty member cannot exceed **\$1500 per fiscal year**; departments are welcome to supplement funding requests that exceed the maximum limit.)

Purpose of Travel:

Relationship to faculty development under the heading of:

_____ Research, _____ Teaching, or _____ Service: (explain) _____

Attach conference announcements, or other relevant information (if available).

Approved:

Associate Dean: _____

Date: ____/____/____

Amount Approved: _____

Denied:

Reason(s): _____

Department's verification of payment to:

SoE Budget Services on: ____/____/____

Note: Departments proof of reimbursement must be submitted to SoE Budget Services **within 30 days of a faculty member's return from travel.** **Any request not submitted within 30 days after travel will not be processed and the responsibility of payment/funding will fall on the department and/or faculty member.** Funds are limited, and timely submission of reimbursement documents will permit more faculty members to use this resource.

Departmental budgeters only need to submit a voucher # and/or PO # and the dollar amounts associated with each to SoE Budget Services.

PO#/Voucher# _____ \$ Amount _____

Funds transferred to Department on: ____/____/____ BTF# _____