Due to the Covid-19 Global Pandemic, the Dean’s Office is making temporary changes to the policies and procedures for applying for funds for Professional Development and Travel, including Student Travel. These temporary policies and procedures will be in place for the 2020 – 2021 fiscal year or until further notice.

Policies

- The Professional Development Committee has been suspended until further notice. All funding requests will be rated by Department Chairs and reviewed for funding approval by the Dean’s Office.
- Individual Chair Allocations for Professional Development funding will not be distributed to the departments until further notice and until the budgets have been set. All funding requests will be reviewed for approval by the Dean’s Office.
- Pending availability of funds, financial support will be available for full-time faculty of all ranks for registration fees for virtual conferences and/or scholarly activities for July 1, 2020 through June 30, 2021 (no travel involved; no travel authorization required). Funding for teaching associates and graduate students to participate in professional development will be made available on a case-by-case basis.
- Pending availability of funds, funding for domestic travel will be prioritized with the highest priority for untenured Assistant Professors, followed by tenured faculty who are nearing the promotion or post-tenure review period. All funding will be on a case-by-case basis after the University travel suspension has been lifted (travel suspension is currently through August 15, 2020). One-day travel to locations in close driving distance to campus will have priority for funding during the fall semester.
- Applications for international travel will not be considered until further notice.
- Faculty members have no guarantee of reimbursement for funds spent without an approved Professional Development funding request form with a Dean’s Office signature and an approved Travel Authorization (if one is required).
- Funding applications for student travel will not be considered until January 2021 at the earliest. Some exceptions may be made for in-state or one-day travel with students.

Guidelines for Approved Funding and Travel

Professional Development Funding Requests can include, but are not limited to, any of the following:

- Travel for a major refereed presentation (paper, poster), performance, or exhibit
- Travel for a panel discussant or round table participant
- Travel for attendance as a member of administrative board for conference or professional organization
- Travel for attending workshops and seminars or for research
- Registration fees for virtual conferences and/or Webinars
• Shipping expenses associated with a performance or exhibit

Depending upon department priorities for Professional Development, below is a list of some examples of expenses that may be reimbursed. Please check with the Department Administrative Specialist or Rose Pleasant to verify an expense that is not listed below:
• Airfare (including charges for one piece of luggage each way)
• Mileage
• Car rental expenses
• Hotel (including internet access)
• Meals (on a per diem basis and only if not included in registration fees)
• Parking
• Local transportation (taxi, airport shuttle, bus, subway)
• Registration fees (but not organizational membership fees)
• Visa fees (but not passport application fees)
• Shipping costs associated with performances or exhibits

Note that itemized receipts from the vendor are required for reimbursement. Proof of payment must be visible on the receipt or a credit card statement must be attached. Receipts are not required for per diem meals, but travel times and conference programs must be submitted.

Procedures
• Professional Development Funding Requests will be accepted by the Dean’s Office by the last work day of each month. Requests must be reviewed and ranked by the Chair prior to review by the Dean’s Office.
• The Faculty member should complete the Professional Development Funding Request form and submit it to the Department Chair or the Administrative Specialist.
• The Department Chair will rank the request based on the department’s criteria, comment on the essential nature of the request, and forward the form to Rose Pleasant.
• Rose Pleasant will review the requests to ensure they meet the policies and guidelines as set forth by the Dean’s Office and then review the requests with the Dean for approval or comment.
• If approved, Rose Pleasant will assign appropriate account numbers and return the forms to the department Administrative Specialist who will communicate the approval and amounts to the Faculty member.
• If the Professional Development request involves travel, the department Administrative Specialist will complete the Travel Authorization form, obtain the Chair’s signature, and forward all forms (Travel Authorization and original Professional Development Funding request) to Rose Pleasant in the Dean’s Office.
• The Travel Authorization form (only) will then be forwarded to Accounts Payable for final recording. The department Administrative Specialist and the Traveler will be
copied on the email to Accounts Payable. Once this copy is received, the Traveler is approved to spend funds or the travel card will be loaded within the next two weeks.

- The Traveler should make his or her own arrangements. Travelers are expected to keep their budgets as low as possible under allowable limits so that the largest possible number of faculty can benefit from funds.

- Expenses charged to the Traveler’s travel card must be signed off on by uploading a receipt, assigning the correct TA number and budget code, and noting an explanation of the expense in the comments within 5 business days of the charge appearing – even if travel has not yet occurred.

- Within two weeks of return to campus, the Traveler should complete the travel reimbursement portion of the Expense Settlement form (available online) and turn it into the department Administrative Specialist along with original receipts and a copy of the conference program.

- If the Professional Development Request does not involve travel, the Administrative Specialist will provide a copy of the request forms with approval amounts and account numbers to the Faculty member. The Faculty member should consult with the Administrative Specialist or with Rose Pleasant as to what paperwork should be submitted for reimbursement or as to what original receipts will be required for submission.