

Elon College
Professional Development and Travel
Application and Reimbursement Process

Questions

- Questions about procedures, status of reimbursement requests, or funds available – Linda Hibbard (lhubbard@elon.edu; x6475; Campus Box 2112; Lindner 200).
- Questions regarding policies and special travel – Gabie Smith (gsmith@elon.edu; x6490).

All professional travel must be approved by the Deans' office before any expenses are incurred. Faculty not following the procedures outlined below may not be funded or reimbursed.

Forms

1. [Approval Request](#) (submit when you have been accepted to present or decided to attend, and **no later than 4 weeks prior** to travel)
2. [Reimbursement Request](#) (use for prepaid expenses, then also complete **no later than 2 weeks after** travel for post-travel reimbursement)

Approval Request

- 1) **Obtaining approval and funding (begin the process when you are accepted/asked to present or decide to attend – no later than 4 weeks prior to travel) – See PAGE 2 for maximum funding amounts.**
 - a. Complete the Professional Travel Request form.
 - i. Forms are available online at the [Elon College webpage](#).
 - ii. Provide the best possible estimates for expenses. Rough guides:
 1. Estimate approximately \$40 per day for food.
 2. Add approximately \$15 per night for hotels that do not include taxes and fees in the per night rate.
 3. If you plan to check bags, does the airline charge per bag? (estimate \$50 for roundtrip)
 4. Mileage is reimbursed at a per mile rate. Please consider cost when deciding on form of transportation.
 5. We do not reimburse expenses related to the preparation of presentations (e.g., posters, handouts) or membership fees.
 6. We do not reimburse expenses related to childcare, pet care, or elder care during your professional travel.
 7. We do not reimburse car rental unless previously approved by the Dean due to special circumstances (e.g., airport is more than 100 miles away from conference site).
 - b. If there are special circumstances related to the travel request, send a brief explanation along with the Professional Travel Request form.
 - c. Submit the Professional Travel Request online.
- 2) All requests for travel in the current fiscal year (fiscal year runs from June 1 to May 31) must be submitted **no later than April 1st**.
- 3) Funding support is limited to the academic fiscal year in which the conference travel actually occurs.
- 4) Professional Development & Travel Requests will be processed every week with email notification of decisions and amount of funding approved at the time of approval.

Pre-paid Expenses

- a. To request reimbursement for pre-paid expenses, complete the [Travel Reimbursement Form](#).
- b. Print and sign the form.
- c. **Attach receipts to sheets of copy paper** (so that they may be scanned) and affix to the Travel Reimbursement Form. If the receipts are not submitted in this manner, they may be returned to you for correction and then you may resubmit.
 - i. Clearly label each receipt (e.g., Registration).
- d. Submit the form with receipts to the Dean's Office (Lindner 104) or send it in campus mail to Linda Hibbard, Campus Box 2112.
- e. Travel reimbursement requests for pre-paid expenses may be submitted at any time after approval and prior to the travel.
- f. Travel reimbursement will be processed each week.

Post-travel reimbursement

- a. Complete a [Travel Reimbursement Form](#) – please complete only one post travel request per conference.
- b. **Do not** include expenses already reimbursed (pre paid).
- c. Print and sign the form.
- d. Attach original receipts (affixed neatly to a sheet of copy paper) to the Travel Reimbursement Form (KEEP A COPY OF ALL RECEIPTS FOR YOURSELF).
 - i. Clearly label each receipt (e.g., hotel, lunch etc...).
- e. Submit the form with receipts to the Dean's Office (Lindner 104) or send it in campus mail to Linda Hibbard, Campus Box 2112.
- f. **Requests for post travel reimbursement must be submitted no later than 2 weeks after the travel is complete** (please email lhubbard@elon.edu if there will be a delay [e.g., you are abroad]).
- g. Travel reimbursement will be processed each week.

Professional Travel Policy

Professional Travel Funding Policies

1. All funding is based on professional travel that occurs during a fiscal year (June 1 to May 31).
2. Amounts listed are maximums not guaranteed amounts (see the Procedures for Professional Travel document for the approval process). Funding beyond \$800 is subject to the availability of funds.
3. Faculty are encouraged to thoughtfully plan their professional travel needs for each year and to be aware of the funding guidelines, especially the maximum possible funding.
4. **Presenting:**
 - a. Faculty presenting at a conference or conferences may be approved for up to a total of \$1,700 per fiscal year.
 - b. Requests beyond the \$1,700 (either additional conferences or additional expenses) will be placed in the Travel Queue (see below).
 - c. Faculty presenting scholarship related to teaching and/or student learning are encouraged to request funding from the Center for the Advancement of Teaching and Learning.
5. **Not presenting**
 - a. Faculty attending a conference or workshop, but who are not presenting are eligible for a maximum of \$800.
 - b. Faculty who attend but do not present at one conference and then request funds to present at another conference are eligible for no more than a total of \$1,700 in travel support.

6. Organization Leadership:

- a. Faculty who hold an office or leadership position in an organization may be awarded additional travel funds (maximum \$500) to meet their responsibilities to the organization.
- b. A limited amount of leadership monies are available.
- c. Beginning in 2013-2014, faculty with leadership positions within organizations and who intend to travel in the current fiscal year related to that position should provide the following information to Gabie Smith (gsmith@elon.edu) no later than November 1: Name, Organization, Leadership position or office, name of conference, and responsibilities requiring attendance at the conference.

7. Faculty with Visiting appointments

- a. Travel funds available per the above policies.

8. Limited term faculty:

- a. Eligible to request up to \$800 in professional travel expenses for presenting at a conference. This is the maximum funding available. Requests from limited term faculty are not eligible for the Travel Queue.
- b. No funds are available for attending but not presenting.

9. International Travel & Development:

- a. Faculty making presentations at International Conferences held outside North America may be awarded additional travel funds (maximum \$500).
- b. Additional funds to support international travel are limited.
- c. Faculty seeking additional travel funds for international presentations should submit an Approval Request as soon as possible. Awards will be made on a first-come basis.

10. Professional Travel Queue:

- a. Requests placed in the queue are evaluated in mid-April for possible reimbursement based on remaining professional travel funds.
- b. **Faculty members should not expect to receive money from the travel queue. If funding is available and the request is approved, a faculty member can expect to receive no more than \$1,000 of additional travel funding from the queue.**

11. Pre-paid Expenses for Summer Travel:

- a. Summer conference travel is counted in the fiscal year when the travel occurs.
- b. All expenses related to summer travel, even prepaid expenses reimbursed in the previous fiscal year, count towards professional travel funding in the fiscal year when the travel occurs.
- c. For conferences that run across fiscal years (e.g., the conference runs from May 30-June 2), we must reimburse based on the date of receipts and so expenses may count towards travel for different years.

12. Special Travel Requests:

- a. Faculty may request special travel support for:
 - i. activities such as attending a workshop to promote professional development in an area clearly identified as part of their professional development plan (Unit 1);
 - ii. unique situations that arise unexpectedly such as invitations to speak at a prestigious conference;
 - iii. activities related to scholarship (e.g., work at an archive). Faculty are strongly encouraged to seek funding from FR&D for this type of work.
- b. Faculty requesting Special Travel must submit a Professional Travel Request form and a one page letter of justification clearly articulating the relationship between the proposed travel and professional development or explanation of the unique opportunity.

13. Other Travel Support Resources

- a. **Faculty Research and Development Committee** may fund grants proposing research related travel such as research at archives or attending workshops to learn scholarship related skills (e.g., new laboratory techniques or statistical procedures). Requests must be submitted to the FR&D committee in early November for funding the following year.
- b. **Center for the Advancement of Teaching and Learning** may fund presentations on the scholarship of teaching and learning or attendance at conferences or workshops to develop one's pedagogical skills. Requests are accepted on a rolling basis and should be sent to Deandra Little (dlittle@elon.edu)
- c. **Chair Development Program** may provide funding for chairs to present at or attend conferences/workshops to develop role relevant skills. Requests must be submitted to Gabie Smith (gsmith@elon.edu).

14. ProCards

- a. Procards are provided for specific programmatic and institutional responsibilities and are **NOT** to be used for professional travel funded by the Dean's Office.