

## Elon College

## Professional Travel

**Application and Reimbursement Process****Questions**

- Questions about procedures, status of reimbursement requests, or funds available – Linda Hibbard ([lhubbard@elon.edu](mailto:lhubbard@elon.edu); x6475; Campus Box 2112; Lindner 200).
- Questions regarding policies and special travel – Kirby Wahl ([kwahl@elon.edu](mailto:kwahl@elon.edu); x5684).

**All professional travel must be approved by the Dean's 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. [Travel Reimbursement](#) (use for approved 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.
  - b. If there are special circumstances related to the travel request, send a brief explanation along with the [Approval Request](#) form.
  - c. Submit the [Approval Request](#) online.
  - d. Expenses that are not reimbursed:
    - i. expenses related to the preparation of presentations (e.g., posters, handouts) or membership fees.
    - ii. expenses related to childcare, pet care, or elder care during your professional travel.
    - iii. expenses related to car rental unless previously approved by the Dean due to special circumstances (e.g., airport is more than 100 miles away from conference site).
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 1<sup>st</sup>**.
3. Funding support is limited to the academic fiscal year in which the conference travel actually occurs.

**Reimbursement of Approved Expenses**

- 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. Please scan and send the travel reimbursement form and legible copies of all receipts to [lhubbard@elon.edu](mailto:lhubbard@elon.edu).
- e. Please make sure all receipts show payment and the last 4 digits of the credit card used to pay on all receipts.
- f. **Requests for post travel reimbursement must be submitted no later than 2 weeks after the travel is complete** (please email [lhubbard@elon.edu](mailto:lhubbard@elon.edu) if there will be a delay [e.g., you are abroad]).
- g. Procards are provided for specific programmatic and institutional responsibilities and are **NOT** to be used for professional travel funded by the Dean's Office

**Professional Travel Policy for Permanent Faculty Members**

**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 significant 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.
7. **International Travel**
  - 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.
8. **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.**
9. **Approved 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 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.
10. **Special Travel Requests:**
  - a. Faculty may request professional development 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 Approval 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.

**11. 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 Interim Director Olivia Choplin ([ochoplin@elon.edu](mailto:ochoplin@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](mailto:gsmith@elon.edu)).

## **Professional Travel Policy for Faculty with Visiting Appointments, Limited Term and Adjunct Faculty Members**

1. **Please begin by ascertaining that your request for funding is supported by the language of the Collective Bargaining Agreement. See relevant language below.**

### ARTICLE 15 PROFESSIONAL DEVELOPMENT FUND

Section 1. Professional Development Fund. The University shall maintain a Professional Development Fund to support teaching available for use by Employees only. The amount of \$11,000 shall be designated for the fund each academic year. Any unused dollars remaining in this Professional Development Fund at the end of one fiscal year will not roll over to the next fiscal year.

Section 2. Application for Funds. Employees who have completed at least six (6) consecutive semesters of instruction at the University may apply for professional development funding through the appropriate dean's office. Employees who wish to seek reimbursement must submit a written request identifying the event or activity for which they are seeking reimbursement, the total amount of all associated costs/expenses and how participation in the event will advance their teaching. Presentations or equivalent professional development activities are given funding priority. With advance approval, reasonable costs associated with the professional development activity will be reimbursed. The Employee will be asked to provide documentation of expenses upon request. Employees may not receive more than the maximum annual allotment each academic year from the Professional Development Fund. The maximum reimbursement for an individual Employee shall be \$700 per academic year.

Section 3. Support of Teaching. Professional development funds shall be used exclusively to support attendance at an academic teaching conference or other professional development activity related to teaching at Elon University.

2. **Complete the Approval Request form. Once the Dean's Office has determined that the request is in line with the wording of the CBA, it will be forwarded to the Office of the Provost for final approval.**