

College of Arts and Sciences Guidelines for Support of Faculty Travel Effective for Travel on or After July 1, 2013

Sponsorship of faculty travel ensures support for the vital work of the faculty and enhances the reputation of the department, the College, and the University of Dayton. In requesting travel support, the faculty member agrees to assist in promoting and communicating the work as needed and to participate in interviews about the work if requested by Media Relations.

Support from CAS: The College of Arts & Sciences has enacted budget revisions to the travel accounts (7870) of department operating budgets based on historical expenses incurred and college support of faculty travel. These budget revisions replace the piecemeal 1/3 cost share per trip. Funds remaining in the 7870 account at the end of the fiscal year will be reclaimed by CAS at close-out.

Department Process: Faculty members must request travel support in advance of their travel date by filing with their department a pre-trip T&E form. Department chairs shall exercise due diligence in determining the legitimacy of the faculty member's travel funding request.¹ In most cases department chairs choose to support reasonable travel requests if the following conditions are met:

1. The person requesting financial support of travel is a tenure-line faculty member.
2. The requested travel is for the purpose of presenting a competitively selected paper/poster, or of responding to an invitation for a major address, performance, or exhibit.
3. The faculty member has submitted to the chair appropriate documentation to demonstrate legitimacy of the travel support request, including:
 - a. Information on the conference/meeting
 - b. Evidence of competitive selection
 - c. Abstract of the paper or work to be presented

All approved faculty travel expenses are to be charged to the department's -7870 account. Chairs and assistants should remind new faculty members to save original receipts and provide assistance to faculty members in updating the T&E form for reimbursement. Chairs should carefully review post-trip T&E forms before signing. *Any out-of-pocket expenses incurred by a faculty member for department-approved travel must be promptly reimbursed from the department's 7870.* Note that due to IRS regulations, reimbursement for travel expenses beyond 60 days from the travel date is taxable reimbursement and must be paid on a PAF. Taxes will be withheld from such compensation.

Requesting Support from Graduate Academic Affairs: Departments are encouraged to seek additional financial support for faculty travel from the office of Graduate Academic Affairs. *Send requests for support of faculty travel directly to the Office of Graduate Academic Affairs, not to the CAS.* The signature of the CAS Dean/Associate Dean on the GAA form is no longer required.

Note: If a department's travel funds (7870) are exhausted before the end of the fiscal year, additional CAS support for faculty travel (up to 1/3 cost of trip) occurring within the fiscal year may be requested. With such request, the department must submit a report detailing the travel funded to date, including the faculty name and rank, conference attended, expenses incurred, evidence of competitive selection, abstract, and whether GAA funding was requested and received for each travel event funded by the department. Inability to demonstrate validity of travel may jeopardize the success of additional requests.

¹ Department chairs shall use their discretion in providing financial support for faculty travel. Departments may fund travel for lecturers, but not to the exclusion of support for tenure-line faculty members. It will be important for the department to plan travel for the fiscal year, ensuring support for tenure-line faculty members, while staying within budget.