

SPRING 2018 – Faculty Travel

Eberly College of Business and IT – 2017/2018 TRAVEL

Travel support will be available during the academic year 2017/2018 for travel related to the following:

- Instructional Development/Pedagogy
- Technical Training
- Curriculum Development
- Research Presentation
- Officer/Conference Chair

Given the mission of the college, accreditation standards, and budget considerations, it seems appropriate to take a holistic approach in the case of each individual faculty member. The objective will be to achieve the greatest marginal benefit to the faculty member, given the mission of the college. For example, a faculty member wishing to engage in instructional development might benefit most from a workshop or mentoring in pedagogy. On the other hand, the college would benefit most from additional scholarly production if an instructor were deemed highly effective in the classroom.

1. Instructional Development/Pedagogy

In considering whether or not to invest monies in travel related to instructional development, it will be appropriate to first encourage use of instructional development resources on campus (including the Center for Teaching Excellence and the Reflective Practice Group).

2. Technical Training

In considering travel funding related to technical training, it will be necessary to look first at the possibility of training on campus. Another alternative will be to send a particular individual to receive training, but require as a condition of such funding that that individual offer training sessions to other faculty/staff in the college.

3. Curriculum Development

In terms of curriculum development, the faculty member will be required to demonstrate that attendance at a meeting is the most efficient means of acquiring the breadth/depth necessary for curriculum writing.

4. Research Presentation

In the case of paper presentations, a major factor to be considered is the likelihood that the work will ultimately be published in a refereed forum (based on past productivity or other measures which would suggest success).

5. Officer/Conference Chair

Funding to attend a meeting where one serves as an officer or conference chair will be dependent on the stature of the conference and the perceived benefit to the college. Funding will not normally be available to those who serve solely as track chair or discussant.

Financial Consideration

Given budget considerations, it may not be possible to support every travel request. Each department will have to rank those requests in relationship to its developmental and scholarly needs. In no case will the college fund more than one travel per semester per faculty member per year unless the travel is deemed to be administrative in nature. In all cases, the reimbursement will be applied to the least-cost combination of airfare and motel expense or mileage and motel expense.

Option A: For those who seek support for two conferences per year (one per semester):

The maximum reimbursement will be 75 percent of reimbursable expenses, not to exceed \$700 for domestic travel, or 75 percent of reimbursable expenses, not to exceed \$1,000 for international travel per conference per year.

Option B: For those who seek funding for only one conference per year:

If faculty choose to make only one trip in a given year, they will be eligible for 75 percent of reimbursable expenses, not to exceed \$1,050 for domestic travel, or 75 percent of reimbursable expenses, not to exceed \$1,500 for international travel.

Once a faculty member chooses Option A or Option B, there will be no retroactive changes.

Domestic Versus International Travel

Domestic travel is defined to include all conference sites in the following countries:

- United States
- Canada
- Mexico
- Latin American and Caribbean countries including specifically the following:
 - Bahamas
 - Puerto Rico

- Belize
- Costa Rica
- Jamaica
- Cuba (yes, sooner or later this is going to be a conference site)

Group Funding

Group travel by motor vehicle will be evaluated separately for possible reimbursement. All group funding proposals should be submitted directly to the ADean. The amount of reimbursement for group travel will be as outlined below:

For groups traveling by private car, reimbursement will be one-half (½) of the mileage rate to the driver of the vehicle; 50 percent reimbursement of per diem and hotel/motel charges; and one-half (½) of the conference registration fee. In any case, the maximum reimbursement is \$300 per person.

Sick Leave

Travel support will not be provided during sick leave absences that are greater than 50%.

Late Requests

Late requests for reimbursement are discouraged and will be handled on an individual basis.

Evaluation and Decision Procedure

Individual proposals will go to the department chair. Chairperson requests should be included in the packet. Requests will be itemized by the Dean's Office on a travel spreadsheet and submitted to the departmental **chairpersons collectively**. The total number of funded proposals and the level of committed reimbursement will be contingent upon budget availability.

Instructions for Faculty:

Spring 2018 - Individual Travelers: Submit **one** travel proposal for the Jan 1 through June 30 ONLY! **Your proposals should be submitted to your department secretary no later than NOON on Friday, January 26, 2018.**

Instructions for Secretary and Chairpersons

Spring 2018 Secretary should prepare departmental folder, provide to chairperson for review and submit departmental folder of travel proposals (in one folder marked “Dept Name – Spring 2018 travel” to Dr. Strittmatter in 301 Eberly by **Friday, Feb 2**.

INDIVIDUAL TRAVEL REIMBURSEMENT PROPOSAL FORM – Spring 2018

Faculty Name:

Date:

Department:

PLEASE INDICATE YOUR PROJECTED CONFERENCE TRAVEL PLAN AND RETURN THE REQUEST TO YOUR DEPARTMENT SECRETARY

BY– FRIDAY – January 26, 2018

TRAVEL IS FOR SEMESTER: Spring 2018

Travel Option Plan – A (two trips per year) or B (one trip per year)

DESTINATION:

CONFERENCE TITLE:

CONFERENCE DATES:

ORGANIZATION IS: ____ International ____ National ____ Regional ____ State

PURPOSE OF TRAVEL: (Please elaborate regarding the expected outcome of this travel.)

____ Instructional Development/Pedagogy

____ Technical Training

____ Curriculum Development

____ Research Presentation

____ Officer/Conference Chair

IMPACT/BENEFIT/HOW IT WILL BE ASSESSED: Please explain the impact or benefit related to this travel and explain how it will be assessed.

COST ESTIMATES – INDIVIDUAL TRAVEL

Airfare	\$ _____	
Subsistence	_____	
Mileage	_____	
Parking, Tolls, Taxi	_____	
Lodging	_____	
Registration Fees	_____	
Other	_____	
Projected Total		\$ _____

Please indicate SPECIFICALLY how class/classes will be covered during your absence:

List specific date, day, course/s, times and coverage plan: