

FALL 2019 – Faculty Travel

Eberly College of Business and IT – 2019/2020 TRAVEL

Travel support will be available during the academic year 2019/2020 for travel related to:

Research Presentations - In the case of paper presentations at a conference, a major factor to be considered is the likelihood that the work will ultimately be published in a refereed forum. Evidence of research presentation in the conference program will be required with travel expense voucher.

Financial Consideration

Option A: For those who seek support for research presentation at 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 research presentation at 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

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:

Fall 2019 - Individual Travelers: Submit **one** travel proposal for the July 1 through December 31. **Your proposals should be submitted to your department secretary no later than NOON on Wednesday, September 25, 2019.**

Instructions for Secretary and Chairpersons

Fall 2019 - Secretary should prepare departmental folder, provide to chairperson for review and submit departmental folder of travel proposals (in one folder marked "Dept Name – Fall 2019 - travel" to Dr. Strittmatter in 301 Eberly by **Friday, September 27.**