

Travel to Professional Meetings

All members of the Faculty will be eligible for reimbursement of expenses for attending professional meetings in their field. The amount of reimbursement will depend on the nature of the participation in the conference.

- The Dean's Office in collaboration with the Faculty Development Committee reviews travel requests twice per year. To facilitate budget planning, all faculty must make travel requests for the year by October 15. Some opportunities may arise later than that, or plans may change, so the college will continue to honor requests for the base travel support (up to \$1000) up to a **February 1** deadline. If a request is not made by **February 1** for travel in that fiscal year (July 1 through June 30), the base travel funds cannot be guaranteed.
- Requests for funds must be reviewed and approved before expenses are incurred. Please complete the [request form](#). If you do not fill out a reimbursement request, funding cannot be guaranteed.
- Faculty members are eligible for reimbursement up to \$1,000 for travel and registration fees when they are active participants in the conference and appear on the conference program. If you plan to use more than your allocated \$1,000, please indicate your need for additional funding. A maximum of \$1,500 may be approved upon request. Petitions for travel reimbursements exceeding \$1,500 must go directly to the Dean and will only be considered in the case of exceptional requests if there is additional funding available. Active participation includes presenting a paper, poster, creative work, or participating on a panel. Serving as a session or panel moderator, when the sole responsibility is introducing other speakers, does not constitute active participation. Faculty must provide a copy of the conference program showing their participation
- Funding for international conferences will only be in rare instances, in the event that participation is essential to the faculty member's development.
- Faculty members who attend professional conferences but are not active participants are eligible for reimbursement up to \$300 per fiscal year to defray travel and registration expenses.
- Other faculty development programs (small research grants, summer grants, etc.) may not be used for travel to professional meetings.
- Expenses exceeding \$1,500 are the responsibility of the traveler, and funds may NOT be banked or borrowed from subsequent years to cover these additional expenses.
- Funds may be banked or borrowed at the discretion of the dean's office for professional conferences that occur during the summer months.
- Faculty members with applicable external funding or individual accounts are expected to use these funds before asking for faculty development funding.
- Faculty may be reimbursed for conference travel expenses incurred while on sabbatical.

Reimbursement:

- A Travel and Entertainment Expense form with receipts is to be submitted to the Dean's Office to request reimbursement. Please refer to the [Business Office webpage](#) to download a Travel and Entertainment Expense form and to locate current mileage rates. To facilitate budget planning, please submit within 90 days.
- Per diem is calculated at a maximum rate of \$25.
- Mileage is calculated at the currently approved rate (please check the business office website for current rate), not to exceed the cost of equivalent transportation by plane. Local travel is not reimbursable. Local is considered to be within a 50 mile radius of the Ursinus campus.

Restrictions:

- Faculty on leave of absence are not eligible to receive grants.
- Preparation of theses or dissertations will not be funded.

