

# LAFAYETTE COLLEGE

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August 6, 2019

TO: Members of the Faculty  
FROM: Tracie Addy, Associate Dean for Faculty Support, Director of CITLS  
RE: **FACULTY CONFERENCE TRAVEL PROCEDURES**

Lafayette encourages faculty to disseminate their scholarly work through attendance at scientific conferences and meetings of professional societies (“Faculty Conference Travel”). This memorandum describes Lafayette’s support to faculty for such purposes. The indicated levels of support for faculty conference travel are contingent on the availability of funds.

Faculty Conference Travel support is intended for faculty participating in a conference or professional meeting by presenting a paper or scholarly work, chairing a session, or serving as a discussant, normally evidenced by mention in the conference or meeting program; support also may be requested for attending a conference for one's own professional development. Faculty Conference Travel is not intended to support general professional travel (such as attending editorial board meetings) that occur outside of the context of a professional conference or travel to conduct research. Requests to fund research-related travel, including participation in workshops designed to develop professional expertise, should be made to the Academic Research Committee via the Advanced Study grant mechanism. Requests intended for travel in support of curricular or pedagogical development or of assessment are not funded by Faculty Conference Travel; such applications undergo a separate review process and can be sent directly to me.

## **ORDINARY FUNDING PROCEDURES**

All faculty are required to submit a Travel Planning Form if they plan to request support for conference travel that will occur this fiscal year (July 1, 2019 to June 30, 2020), with travel requests listed in priority order. A first-priority trip will be funded for all faculty who complete the Travel Planning Form before the deadline, prior to a second-priority trip being considered for anyone. Similarly, third-priority trips (for pre-tenured faculty only) will be approved only after all second-priority trips have been funded.

First-priority trips will be funded for registration costs (up to a maximum of **\$600**; please note that this amount may be used for registration fees only) plus a maximum of **\$900** for additional travel expenses for destinations in the United States and Canada. A maximum of **\$1,300** will be reimbursed for additional expenses for trips involving conference travel outside of the United States and Canada; travel to Hawaii is reimbursed at the higher rate.

For conferences to which a tenure-track faculty member will make a significant contribution (typically evidenced by the faculty member being listed on the conference or meeting program), pre-tenured and tenured faculty members may be supported up to \$1,000 per year to fund a second priority conference trip if funds are available; it is also possible to divide this amount among several conference trips. Pre-tenured faculty members may apply for up to \$1,000 in support for a third-priority conference trip to which they plan to contribute significantly; these will be approved when funds are available. Visiting faculty members may be supported for one conference trip each year.

Only one conference trip each year can be for professional development, where there is no significant contribution to the conference. The first priority conference trip can be a professional development trip, and this does not reduce the level of support. If a professional development trip falls under a second- or third-priority trip, then the reimbursement for the trip is limited to \$500.

## EXTRAORDINARY TRAVEL SUPPORT

In very rare cases, limited additional support may be available to defray extraordinary travel expenses. These funds will support faculty members who have opportunities to contribute at prestigious professional meetings in a highly visible role, where the expense of such travel substantially exceeds the funds that the faculty member has available for reimbursement. An extraordinary travel award will increase the reimbursement limit for one trip by an additional \$500.

Interested faculty members should submit a brief paragraph describing their need for these funds at the same time as they submit their Travel Planning Form. The Associate Dean for Faculty Support will make extraordinary travel awards based on the following considerations:

1. Priority to faculty members who have not received extraordinary travel allowances in the previous three years.
2. The total amount of reasonable, anticipated expenses for the travel (i.e., more expensive trips have higher priority).
3. Priority to faculty members who do not have access to professional development funds or start-up funding that can be used for travel.
4. The nature of the conference participation by the faculty member (e.g., giving a plenary talk has higher priority than attending a sub-committee meeting).

Normally, requests for extraordinary support that arrive after the travel-planning deadline will not be funded.

## TRAVEL FORMS AND DEADLINES

Travel requests and reimbursement require the timely submission of *three* different forms: 1) the Travel Planning Form (**due on Friday, September 6 in AY 2019-20**); 2) the Travel Notice Form (due at least four weeks before the travel occurs); and 3) the Travel & Expense Reimbursement Form (due within two weeks of your return). The Travel Planning and Travel Notice Forms **must be submitted on-line** and are available on the Provost's webpage, at <http://provost.lafayette.edu/forms-guidelines-and-information/>; the Travel & Expense Reimbursement form is **available for download** on the Finance and Administration webpage, at <http://finadmin.lafayette.edu/information-for-faculty-staff/forms/>.

## TRAVEL PLANNING FORM

The Travel Planning Form ([linked here](#)) must be completed using the on-line process **no later than Friday, September 6, 2020**; your department head/program chair will automatically receive an emailed copy of the completed form with a request for her or his electronic signature. For budgetary purposes, all faculty members who wish to request support for conference travel must submit the Travel Planning Form before the deadline even if the conference travel plans are only tentative at the time. **If plans to conference travel plans change, faculty members may request approval for the change in conference travel plans by notifying the Associate Dean for Faculty Support as soon as feasible.**

On the Travel Planning Form, please include any conference trip that you have already completed and/or charged to the current year's travel budget. Be sure to identify conference travel costs that are to be paid from other sources (e.g., grant accounts, professional development funds, named chair funds), and indicate in your cost estimates those costs for which you are requesting support from the faculty conference travel budget. If you are requesting extraordinary support for a particular trip, that request must be included while completing the Travel Planning Form.

In the weeks following the submission deadline for the Travel Planning Form, you will be notified via campus mail of those conference trips that the College has approved and the maximum amounts for which you may be reimbursed.

## TRAVEL NOTICE FORM

**Approximately four weeks prior to an approved trip**, you must submit a Travel Notice Form ([linked here](#)); your department head/program chair will automatically receive an emailed copy of the completed form with a request for her or his electronic signature. This form serves as the official approval form for Lafayette Travel. **Even when a trip has been approved on the Travel Planning Form, expenses may not be reimbursed unless a Travel Notice Form has also been approved prior to the trip by the Department Head/Program Chair and the Provost's Office.**

The Travel Notice Form serves as the necessary confirmation that your trip will be taken and that your Department Head or Program Chair supports your travel. It also serves as an official record. As noted below, faculty members are covered by the College insurance policy while engaged in travel for official business. To document the official nature of the travel, written notice must be provided in advance of the trip.

Included on the Travel Notice Form should be the exact dates that you will be away from campus, an updated estimate of expenses, and a description of the provisions made for covering any classes that you will miss. Faculty members who will be absent from campus for a period of more than four days of instruction must request written permission from the Provost in advance of filling out the Travel Notice Form. This written request should be directed to the Associate Dean for Faculty Support.

### **TRAVEL ARRANGEMENTS & INSURANCE**

Travel arrangements should be made after you receive the letter of approval from the Provost's Office listing approved conference trips and reimbursement amounts per trip. If preferred, airline ticket purchases can be made through the American Express online travel system or through Emanuel Travel in Easton, Pennsylvania, with the expense being directly billed to Lafayette. To request a log-in and password to the American Express online travel website, travelers should contact the Purchasing Office. Information about travel reimbursement policies can be found at:

<http://finadmin.lafayette.edu/information-for-faculty-staff/policies/>

There is a process that provides health and evacuation insurance for all Lafayette employees who are traveling abroad. To obtain information about signing up for this coverage, please contact Kimberly Bartholomew in the Study Abroad Office at [bartholk@lafayette.edu](mailto:bartholk@lafayette.edu) or ext. 5918.

### **TRAVEL & EXPENSE REIMBURSEMENT FORM**

A Travel & Expense Reimbursement Form should be submitted to the Provost's Office **within two weeks of your return** using the downloadable form available at <http://finadmin.lafayette.edu/information-for-faculty-staff/forms/>; these forms must be sent to Katie Antonioli, Administrative Budget Coordinator. Attached to this form should be fully documented receipts for expenditures that meet Lafayette's guidelines. Both the Travel & Expense Reimbursement Form and the reimbursement guidelines can be found on the Finance and Administration link indicated above. Do not include as expenses on the Travel & Expense Reimbursement Form, including airfare, if these have been prepaid by Lafayette; advances received toward the travel should be indicated on the form. The Travel & Expense Reimbursement Form and accompanying **original** receipts should be sent to Katie Antonioli in our office; the form does not need to be signed by the Department Head or Program Chair.

The use of a rental car in lieu of one's personal car is considered a convenience for the individual and as such is normally not covered. If a rental car is used, Lafayette will reimburse the lesser of the cost of the rental car or the mileage at the prevailing mileage rate. Additional information about Lafayette's allowable expense policies can be found in the documents linked on:

<http://finadmin.lafayette.edu/information-for-faculty-staff/policies/>

If you have any questions concerning these procedures, do not hesitate to contact me (addyt, x5969) or Katie Antonioli, Administrative Budget Coordinator in the Provost's Office (x5072).