

# LAFAYETTE COLLEGE

*Jamila Bookwala*  
*Dean of the Faculty*

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August 10, 2020

TO: Members of the Faculty  
FROM: Jamila Bookwala, Dean of the Faculty  
RE: **AY 2020-21 FACULTY CONFERENCE TRAVEL PROCEDURES**

Lafayette supports faculty who plan to disseminate their scholarly work through attendance at scientific conferences and meetings of professional societies (“Faculty Conference Travel”). Faculty Conference Travel support is intended for faculty who wish to participate in a conference or professional meeting by presenting a paper or scholarly work, providing a reading or performance, 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.

Lafayette also supports travel for faculty research and scholarship through funding programs overseen by the Academic Research Committee and startup funding for recently hired faculty colleagues. Requests to fund research-related travel, including participation in workshops designed to develop professional expertise, should be submitted 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 should be submitted using the [online form to request support directly from the Provost's Office](#).

Please note that at this time college-sponsored travel is not permitted due to the ongoing health challenges posed by the COVID-19 pandemic, no college-sponsored travel is permitted at this time. Until the restriction on college-sponsored travel is lifted, faculty should not plan or undertake any work-related travel without prior approval. This includes faculty travel to conferences as well as faculty travel for other purposes such as guest lectures, scholarship, and professional service.

In some exceptional circumstances, faculty may be able to receive approval to conduct work-related travel that is required for their research or professional service and is funded through other means (e.g., ARC or external grants, provost's office curricular or pedagogy grants, assessment grants, startup funds). In such circumstances, faculty should contact me to request approval for work-related travel, providing a detailed explanation for why the travel is essential. Please note that such requests cannot be approved for faculty conference travel.

## **FACULTY CONFERENCE TRAVEL FUNDING LEVELS**

In light of the budget impact of the COVID-19 pandemic on College operations and the change to virtual format for the vast majority of conferences, and incorporating the recommendations of the Faculty Compensation Committee and significant advice of the Faculty Academic Policy Committee, the faculty conference travel policy in AY 2020-21 (also available at <https://provost.lafayette.edu/forms-guidelines-and-information/>) is as follows:

- All **tenure-line faculty** can receive funding either to attend one conference in person or attend up to two conferences virtually with support for either option not to exceed the existing funding level for first-priority trips. First-priority trips are funded for registration costs (up to a maximum of \$600, to be used for registration fees only) plus a maximum of \$900 for additional in-person travel expenses for destinations in the United States and Canada. A maximum of \$1,300 is provided for travel expenses for trips involving conference travel outside of the United States and Canada; travel to Hawaii is supported at the higher rate. Some important points to note here

are that

- This funding is ensured for faculty who complete the Travel Planning Form by the deadline of August 28, 2020; faculty who do not complete the Travel Planning Form risk not receiving funding if faculty requests already received exceed the available faculty travel budget.
- Conference travel for professional development will be limited to only one conference regardless of whether it involves in-person or virtual attendance
- Faculty who hold endowed professorships and endowed scholarships will not be eligible to be reimbursed via the faculty travel budget for attending conferences for professional development regardless of whether this involves in-person or virtual attendance.
- **Pre-tenure faculty** can receive funding to attend one additional conference/meeting regardless of whether the attendance is in-person or virtual and depending on the level of the colleague's participation in the conference/meeting; the colleague will receive funding at the level that exists for second priority conference trips (up to \$1,000 for active participation at the conference, which is normally evidenced by being listed on the conference or meeting program or up to \$500 for attendance at the conference for professional development).
- **Visiting faculty** can receive support to attend one conference with funding at the level for first-priority trips (see above) regardless of whether the attendance is in-person or virtual.
- Additional support for extraordinary conference travel expenses is not available.

In summary, the following support for faculty conference travel is available in AY 2020-21:

1. pre-tenure faculty can receive support to engage in up to three virtual conferences or two in-person conferences
2. tenured faculty can receive support to engage in up to two virtual conferences or one in-person conference
3. visiting faculty can receive support to engage in one conference, either virtually or in-person
4. one conference can be a professional development opportunity, although faculty with access to endowed funds will be expected to use those funds for this purpose
5. extraordinary travel support will be unavailable.

Given the possibility that the total request for faculty conference travel could quite conceivably be lower than seen in past years due to the lower costs associated with virtual conferences and the potentially lower likelihood that faculty will choose to travel even when conferences are held in person (e.g., to international destinations that have contained COVID-19 spread), costs associated with the total requests for faculty conference travel will be evaluated at the end of the fall semester. Should additional funds remain in the faculty conference travel budget, we will invite a second round of faculty conference travel requests to distribute these remaining funds.

## **PROCEDURES FOR REQUESTING FACULTY CONFERENCE TRAVEL<sup>1</sup>**

We hope that conference attendance can occur virtually and that in-person travel will become possible once the COVID-19 pandemic is contained and travel no longer poses a health risk; the College will advise when circumstances for travel are favorable again. Faculty colleagues are asked to submit travel and reimbursement requests in a timely manner through the use of *three* different forms<sup>2</sup>:

- 1) the [Travel Planning Form](#) (due on Friday, August 28, 2020);
- 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).

### **Travel Planning Form**

For AY 2020-21, faculty members need to complete the on-line Travel Planning Form for in-person and virtual conferences that they plan to attend. This form allows us to plan for and manage the faculty conference travel budget. The Travel Planning Form should be completed by all faculty members who wish to disseminate their scholarly work, even if the conference plans are only tentative at this time; faculty can include placeholders for conferences not yet

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<sup>1</sup> We continue to use the term conference "travel" in this document for simplicity, recognizing that conference attendance is likely to be virtual until such time as travel restrictions are lifted by the college.

<sup>2</sup> On-line links to the Travel Planning and Travel Notice Forms also 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/>.

scheduled. Should conference travel plans change, faculty members can request approval for the change by notifying me prior to the conference.

The deadline to complete the [Travel Planning Form](#) on line is **Friday, August 28, 2020**; your department head/program chair will automatically receive an emailed copy of the completed form with a request for their electronic signature.

On the Travel Planning Form, please include any in-person or virtual conference that you 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.

In the weeks following the submission deadline for the Travel Planning Form, you will be notified via email of the approved in-person and virtual conferences and the maximum amounts for which you may be reimbursed. *Questions about your approved conference attendance should be directed to Katie Antonioli, Administrative Budget Coordinator, at [antoniok@lafayette.edu](mailto:antoniok@lafayette.edu) or x5072.*

Requests for faculty conference travel that are not received by the due date of August 28, 2020 may receive funding only if funds remain available in the faculty travel budget.

### **Travel Notice Form**

**Approximately four weeks prior to an approved conference attendance**, you must complete the on-line [Travel Notice Form](#); your department head/program chair will automatically receive an emailed copy of the completed form with a request for their electronic signature. This form serves as the official approval form for Lafayette Travel.

Included on the Travel Notice Form should be the exact dates that you will be away from work, 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 work for a period of more than four days of instruction must request written permission in advance of filling out the Travel Notice Form. A copy of this written request should be directed to me.

The Travel Notice Form serves as confirmation that you will attend the conference, that arrangements will be made for any classes that will be missed, and that your Department Head or Program Chair supports your attendance. 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 work-related nature of the conference attendance, this official record is necessary in advance of the scheduled attendance.

### **Travel Arrangements and 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. Any changes to travel arrangements that incur additional costs must be pre-approved by contacting me; only changes that are necessitated by an emergency can be approved. For approved in-person conference travel, 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, if the faculty member wishes. 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 submitted via email or campus mail to Katie Antonioli in the Provost's Office ([antoniok@lafayette.edu](mailto:antoniok@lafayette.edu); x5072). 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 conference or other travel reimbursement procedures, please contact Katie Antonioli, Administrative Budget Coordinator in the Provost's Office ([antoniok@lafayette.edu](mailto:antoniok@lafayette.edu); x5072).*