

LAFAYETTE COLLEGE

*Jamila Bookwala
Dean of the Faculty*

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TO: Members of the Faculty
FROM: Jamila Bookwala, Dean of the Faculty
RE: **AY 2021-22 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 Travel¹ 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.

In AY 2021-22, we will return to pre-Covid levels of support for faculty conference travel. These levels are as follows:

1. pre-tenured faculty can receive support to attend up to three conferences (in-person or virtual)
2. tenured faculty can receive support to attend up to two conferences (in-person or virtual)
3. visiting faculty can receive support to attend one conference (in-person or virtual)

Any one conference that a faculty member attends can be for one's professional development, where there is no significant participation as a speaker, discussant, etc. (as normally noted in the conference program). The first priority conference can be for professional development purposes, and this does not reduce the level of support. If conference attendance for professional development is requested as a second- or third-priority conference, then the reimbursement for the trip is limited to \$500. When faculty have access to an external or alternate source of funds, they are strongly encouraged to use those funds toward conference travel for professional development purposes.

Due to ongoing budgetary constraints, additional support for extraordinary conference travel expenses will not be available. Moreover, because the faculty conference travel budget is routinely overspent every year despite seeing increases with the growth of the faculty, faculty who submit late requests for conference travel are highly likely to receive partial or even no funds to cover their travel expenses in AY 2021-22. Thank you in advance for your cooperating with the timelines listed below and for your understanding.

FACULTY CONFERENCE TRAVEL FUNDING LEVELS

Faculty are asked to prioritize their conference travel requests in the faculty conference travel planning form (see below). Support for first-priority conferences includes 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 a conference destination in the United States and Canada. A maximum of \$1,300 is provided for expenses to a conference being held outside of the United States and

¹ 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](#). 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](#).

Canada; travel to Hawaii is supported at the higher rate.

For conferences to which a tenure-line 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 request support up to \$1,000 per year to fund travel to a second priority conference. Pre-tenured faculty members may request support for up to \$1,000 to fund travel to a third-priority conference to which they will contribute significantly. Requests for travel to a second- and third-priority conference are approved contingent on funds being available and especially if these are not included in the original travel planning form.

Visiting faculty members receive support to attend one conference each year. The amount of this support is the same as described above for a first-priority conference.

The Faculty Conference Travel budget planning relies heavily on faculty members completing the Travel Planning Form by the deadline of September 3, 2021. The funding levels described above are ensured for faculty who complete the Travel Planning Form by this deadline; faculty who complete the Travel Planning Form after the September 3, 2021 deadline will almost certainly not receive the full amount of funding, unless in the unusual circumstance that the total received requests do not already exceed the available allocated budget.

PROCEDURES FOR REQUESTING FACULTY CONFERENCE TRAVEL²

Faculty colleagues are asked to submit travel and reimbursement requests in a timely manner through the use of *three* different forms³:

- 1) the [Travel Planning Form](#) (due on Friday, September 3, 2021);
- 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 2021-22, 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 scheduled. Should conference travel plans change, faculty members can request approval for the change by notifying Katie Antonioli, Administrative Budget Coordinator, prior to the conference (antoniok@lafayette.edu or x5072).

The deadline to complete the [Travel Planning Form](#) on line is **Friday, September 3, 2021**; 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 AY 2021-22 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 at antoniok@lafayette.edu or x5072.

Faculty who do not submit their travel planning form by the September 3, 2021 deadline may not receive funding or may receive only partial funding depending on the funds that remain available in the faculty travel budget.

² We continue to use the term conference “travel” in this document for simplicity, recognizing that in some cases conference attendance is likely to remain virtual in the coming academic year.

³ 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/>.

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: <https://finadmin.lafayette.edu/wp-content/uploads/sites/133/2019/02/Expense-Reimbursement-Policy-Lafayette-College.pdf>

There is a process that provides health and evacuation insurance for all Lafayette employees who are traveling abroad for work purposes. *To obtain information about signing up for this coverage, please contact Kimberly Bartholomew in the Study Abroad Office at 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 to Katie Antonioli in the Provost's Office (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: <https://finadmin.lafayette.edu/wp-content/uploads/sites/133/2019/02/Expense-Reimbursement-Policy-Lafayette-College.pdf>

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; x5072).