

Faculty Development Travel Funds Policy
Department of Sociology and Anthropology
August 2006

Revised October 6, 2009

Revised March 22, 2011

Travel funds provided by the College of Humanities and Public Affairs (CHPA) and the Department of Sociology and Anthropology are limited and primarily should be used to support faculty scholarly outcomes. These funds should not be viewed as “research grants” solely for original data collection, nor do they represent a “reward” for particular types of activities. Responsible use of these funds provides modes for disseminating original scholarship conducted by faculty members and aiding in their academic professional development as scholars.

All full-time faculty members with appointments in the Department of Sociology and Anthropology, including ranked tenured, ranked tenure-track, and full-time Instructors, shall be provided travel funds allocated according to the following guidelines. Per-course, part-time, adjunct, and emeritus faculty members are not eligible for these funds:

1. When funds are made available from the CHPA Dean, all Department Faculty are allocated \$650 in travel funds each academic year for professional development activities. These funds should be used to support travel for academic professional purposes, such as attending a conference (whether or not the Faculty member is presenting a paper), attending a professional meeting, or attending a professional development workshop. Faculty are discouraged from using these funds solely for data collection. Data collection can be supported through either an internal or external grant. All CHPA and Department monies must be used according to University travel guidelines (i.e. meal allowances, mileage reimbursement).
2. After a Faculty member exhausts the \$650 described in Item #1, additional funds for supporting faculty professional travel might be available from the department operations budget, as determined annually by the Department Head. A specific maximum amount of additional available travel support per faculty member will be announced by the Department Head prior to August 1 of each academic year. Faculty should realize, depending on the budget situation in any given year, this amount may vary significantly from one year to the next. The Faculty member and Department Head should agree on the specific level of support for any professional travel, beyond the \$650 described in Item #1 and within the limits announced by August 1, prior to the faculty member making travel arrangements using these supplemental funds. All agreements should be in writing (either via memo or the use of Form C-13). These additional funds shall be spent according to University travel guidelines (i.e. meal allowances, mileage reimbursement) and can be used for the following:

- ✓ presenting a paper reflecting original work in the scholarship of teaching, discovery, integration, or application at an international, national, or regional professional conference.
 - ✓ active participation in a professional workshop relevant to that Faculty member's teaching, scholarship, or service that significantly contributes to professional development.
3. Expense reports used for seeking reimbursement must be submitted by June 1 for all travel completed by May 15 each year. If a Faculty member is planning to complete travel after May 15 and seek reimbursement, they must inform the Department Head in order to claim their standard allocation. All unclaimed travel funds on June 2 become available to Faculty seeking additional reimbursement (see item 5 below). However, all expense reports should be filed NO LATER than June 23 each year so travel funds come from that fiscal year budget. No faculty travel funds are carried-over from one fiscal year to the next without a compelling reason to do so and approval of the Department Head and CHPA Dean prior to May 1 preceding the end of the fiscal year.
 4. This policy does not cover travel or professional development funds obtained either through another office on campus or internal/external grant monies.
 5. Faculty members are eligible for additional travel funds if there are unclaimed monies available in the Department's travel allocation after June 1 of each fiscal year. To qualify for additional funds, Faculty must have presented at least ONE original research paper at a professional conference during that fiscal year and meet one of these criteria:
 - ✓ Actually spend more than their original Department allocation (described in items 1 and 2 above) in permitted travel.
 - ✓ Attend an additional conference either presenting or not presenting a paper if combined expenses exceed the original travel allocation.

The deadline for submitting additional travel receipts for reimbursement will be June 1 of each year. On that date, it will be determined if there are additional travel funds and, if so, these monies will be divided equally among all individuals submitting additional receipts. Additional reimbursement can only be made on receipts NOT submitted with the original travel reimbursement request.