

DAVIDSON COLLEGE: Application for Travel Expenses to Attend Professional Meeting

Revised for 2009-10

Name _____ ID Number: _____

(See Campus ID Card)

Destination _____

Professional Organization _____

Dates of Travel _____ to _____
Month Day Year Month Day Year

Eligibility is limited to full-time faculty. (Refer to guidelines on reverse side and policy in *Faculty Handbook*)

Note: Total reimbursement shall not exceed \$1,200 per pre-tenured faculty member or \$1,000 per tenured faculty member per year.

Category I - Limit: 95% of expenses to a maximum of \$1,200/pre-tenured or \$1,000/tenured faculty per year and per conference even if expenses are split over two years.

- _____ a. Present a research paper, scholarly lecture, or poster session
Title _____
- _____ b. Presentation of paper/poster session co-authored with student/s
- _____ c. Discussant of a paper on the program
- _____ d. Member of a panel on the program
- _____ e. Featured Artistic Performance (*in your professional area of expertise*)
- _____ f. Officer or member of a committee of the whole organization, if required to attend.
Title/Office/Committee _____

Please attach copies of the program cover and page/s listing your presentation, session chaired, etc., and ORIGINAL receipts.

Category II - Limit: 80% of expenses to a maximum of \$800 per trip.

****Attach attendance badge and/or copy of program.**

- _____ a. Chair of a session for reading of papers**
- _____ b. Attend meeting**. [Include here attendance as officer/committee member where it is NOT required.]
- _____ c. Workshop participant: Must be related to teaching or research. To be eligible for reimbursement, advance approval by the Dean of Faculty is required. **Attach justification and copy of the program.** If approval is by email, attach a copy of the email.

Dean's Signature _____ Date _____

ITEMIZED EXPENSES: (If a receipt is required but not provided, the expense is excluded from the total by VPAA office.)

- 1. Transportation _____ Plane (**receipts required**), _____ Car (_____ mi. x \$0.55/mi. as of 1/1/09) \$ _____
_____ College Car (*counts as a cash advance, preapproval req'd from VPAA Ofc.*) _____ Other _____
- 2. Local Transportation (taxi/limousine), Tolls/Parking (**original receipt required**) _____
- 3. Checked baggage fee (**original receipt required**) _____
- 4. Registration fees and required materials (abstracts, etc., excluding dues) (**original receipt required**) _____
- 5. Lodging for _____ night/s. See also, guidelines on reverse side. (**original receipt required**) _____
- 6. Meals (*normally \$40 per diem for FULL days pro-rate for partial days; no receipts required*) _____
- 7. Total expenses (1-6 : including any prepaid airfare) _____
- 8. **Total Eligible Expenses Requested** _____
(See guidelines: 80% or 95% of subtotal to maximum for Category I or II)
- 9. Cash advance is requested (*Circle one.*)..... YES NO
(Reconciliation due two weeks after your return)

Adjustments (if required)

Total eligible expenses \$ _____
 Amount advanced (college car costs, if used) _____
 Balance due college _____
 Balance due individual _____

Faculty Signature: _____ Date: _____

Approval: _____ Date: _____

Account _____ Amount _____

2009-2010 GUIDELINES FOR COMPLETION OF TRAVEL REIMBURSEMENT APPLICATION

The college provides supplemental travel funds for **full-time faculty** who are members of recognized learned societies to attend the meetings of these professional organizations. Funds may also be used for travel to certain scholarly conferences and seminars devoted to the reading of research papers where no formal membership exists.

Faculty who are on a non-paid or medical leave for a full year are not eligible for faculty study and research funds or for travel funds to professional meetings.

Categories and Limits - \$1200/\$1000 Maximum Funding per Fiscal Year (July 1 – June 30)

- I. The college will reimburse 95% of the travel expenses up to a total of \$1,200 per pre-tenured faculty member and \$1,000 per tenured faculty member per conference (even if expenses are split between two fiscal years) for full-time faculty members who read a research paper, give a scholarly lecture, or present a poster session (including those done with students) at an international, national, regional, or state meeting; are discussants of a paper on the program; are members of a panel; are officers or members of a committee of the whole organization of an international, national, regional, or state society (if meeting attendance is required); and/or, give a featured artistic performance. Please attach a copy of the program page with your participation highlighted. Emeriti/ae faculty may apply for funds under this category. Faculty may use their own judgment about the best use of the money and will not be required to seek prior approval from the VPAA. **Limit per trip and per year: \$1,200 pre-tenured faculty, \$1,000 tenured faculty**
- II. The college will reimburse 80% of the expenses up to a total of \$800 for full-time faculty members who serve as chairs of a session for the reading of papers; are attending an international, national, regional or state society meeting; or are attending a workshop. *(To be eligible for reimbursement for workshop attendance, a faculty member must submit a request on this form to the Dean of Faculty for approval prior to attending the workshop. A justification for workshop attendance explaining how the workshop relates to the faculty member's teaching or research must be attached to the request. If approval is by email, attach a copy of the email.)* **Limit per trip: \$800.**

Itemized Transportation Expenses

1. **Transportation Cost:** You may use *any travel agency, one of the on-line travel services, or contact the airline directly. Be sure you have a ticket confirmation or electronic ticket receipt to submit with your request for reimbursement. Reimbursement will be at the 95% (category I) or 80% (category II) rate per the guidelines. See Faculty Handbook (2.7.5).*
 - a. Public transportation, round trip tourist or economy class is an eligible expense.
 - b. **If using a college car, obtain in advance written approval from the Office of the VPAA to charge expense.** Attach the expense voucher with your request for reimbursement after the trip. Include the vehicle expense before calculating percentage for reimbursement. Consider the vehicle rental cost the same as a cash advance when figuring amount due.
 - c. Expenses for use of personal car should be calculated at \$0.55 (January 1, 2009) per mile for the round-trip.
2. **Local Transportation**
 - a. Cost of transportation from Davidson to and from point of departure (e.g. airport) is eligible.
 - b. Cost of transportation from the point of arrival to and from the place of the meeting is also eligible.
 - c. Cost of parking and tolls associated with the travel, including departure parking and destination parking is eligible.
3. **Registration:** Registration and materials only. *(Organization membership dues are not eligible for reimbursement.) Include expenses for banquets, receptions, etc., in the per diem for meals.*
4. **Meals:** \$ 40/day for full days of trip. Please adjust for partial days, e.g. if leaving town at 2 p.m., there is only dinner; if returning by 2 p.m. there is breakfast and lunch.
5. **Lodging (room and applicable taxes only):**
Be sure to exclude from lodging expenses: phone calls, internet service, room service, video rentals, health club fees, etc. Parking charges on hotel bills should be listed separately on reverse side under # 3. Tolls/Parking. If room is shared, please indicate the reduced rate for single occupancy.

Form should be signed and returned to Leslie Marsicano, Assistant Dean for Academic Administration, within TWO weeks following travel.