

Caspersen School of Graduate Studies Guidelines for Faculty Travel Grants

Purpose. To support faculty travel to conferences and professional meetings.

Eligibility. Grants may be awarded to all full-time faculty whose primary appointment is in the Caspersen School of Graduate Studies.

Number of Awards per Year. A faculty member is normally eligible to receive a grant for one meeting during the fiscal year. If funds permit, a second application shall be considered, but decisions on the funding of second requests shall not be made until late spring. Priority for a second grant shall be given to those faculty members who are presenting papers or otherwise participating in the program.

Applications. Applications for funding should be filed with the Dean's Office by October 1 for one or two anticipated travel requests for the academic year; all first requests must be submitted February 1 in order to be assured funding. First requests will be funded beginning October 1; second requests will be funded in late spring if funds are available. For first requests submitted after the February 1 deadline, funding will depend on funds available. Applications may not be submitted for trips already taken. Grants for trips taken between July 1 and September 1 billed to the next fiscal year and, though applied for in the spring, will be counted towards your eligibility for the new fiscal and academic year. Your original application will be returned to you after it is approved. You will need to submit this approved copy with your expenses and receipts when you return.

Reimbursement. A 100% reimbursement up to \$1000 is made if the faculty member presents a paper or is attending a meeting in an official capacity (Class I—*presenting a paper or attending for official reason*). Otherwise, a 75% reimbursement is made (Class II—*attending conference*). A maximum of \$1000 is reimbursed for trips under Class I, and \$750 for trips under Class II. If you have submitted a paper that has not yet been accepted, apply under Class I so that, if you receive the grant, the full amount may be set aside.

Eligible Expenses. Reimbursement will be made for the following:

- a. transportation by common carrier. This means tourist rate air fare, coach train fare, or bus fare. Ground transportation and/or parking is also included.
- b. Mileage for automobile travel, (.585 cents per mile) and parking
- c. meals and lodging.
- d. registration fee.
- e. childcare expenses (maximum: \$50 per diem)

Combining Grants. In order to defray the costs of particularly long or expensive domestic conferences and of international meetings, you may apply for a CLA travel grant in conjunction with a CSGS travel grant. A completed development or research grant application explaining how the conference will also serve research or faculty development purposes should accompany your travel request.

Non-attendance. If you decide not to attend a meeting for which you have received a grant, please withdraw your request as soon as possible so that the money may be reallocated.

Receipts. Upon your return from the meeting, submit to the Dean's Office:

- a) original receipts for all expenses;
- b) an itemized accounting of your expenses;
- c) the original copy of your approved application, returned to you by the Dean's Office.

Date Received: _____
Dean's Approval: _____ First Application _____ Second Application; _____ Class I _____ Class II

Application for Caspersen School Faculty Travel Grant and Statement of Expenses

1. Name: _____ Department: _____
 Drew ID# or SS#: _____
2. Meeting of: _____
3. Place: _____
 Dates inclusive: _____
4. Society convening the meeting: _____
5. Are you attending in an official capacity or presenting a paper at the meeting?
 Yes__ (Class I) No__ (Class II) *If yes, give title of paper or official capacity:*

Allowable expenses:	Estimated	Actual
A. Transportation		
(1) common carrier (air, train, bus)		
(2) ground transportation and/or parking		
(3) private automobile at .585 cents per mile		
B. Lodging		
C. Meals		
D. Registration fee		
E. On-site childcare expenses		
F. Subtotal		
G. Less funds previous received (if applicable)		
H. Total reimbursement requested (F-G)		

FACULTY CERTIFICATION: I certify that the above expenses are correct in all respects; that the distances as charged have been actually and necessarily traveled by me on the dates therein specified; that the amount as charged has been actually paid for by me for traveling expenses; that no part of the account has been paid by Drew University or a third party, but the full amount is due. If applicable, the personal vehicle I was using on Drew University business was covered by liability insurance.

Signature _____ Date _____

E-mail or Send to Dean of the Caspersen School (rgreenwa@drew.edu or SWB 126)