



JOHN S. KENDALL CENTER FOR ENGAGED LEARNING

GUSTAVUS ADOLPHUS COLLEGE

Faculty Professional Travel Fund

The Faculty Professional Travel Fund supports faculty in their scholarly and creative work. Eligible faculty may use these funds:

- To defray travel costs of presenting scholarly papers, chairing or responding to sessions, or presenting creative work at professional meetings in their discipline or interdisciplinary area(s) at a professional conference;
- To defray travel costs of attending a conference specific to their discipline or an interdisciplinary area(s) related to their teaching and/or scholarship.

Tenured and tenure-track faculty may apply for up to \$500 to attend a conference or workshop; those who are presenting scholarly papers, chairing or responding to sessions, or presenting creative work at professional meetings in their discipline, are eligible to apply for up to an additional \$700. Faculty presenting at more than one conference per year must submit a request for funding for each conference. The maximum allocation available annually per faculty member is \$1,200 (apart from supplemental funding for international conferences described below). **Faculty must submit a request for funding prior to conference travel and a detailed Expense Report form once the travel is completed.** The travel fund application and expense report forms are available on the Kendall website.

Up to \$500 may be carried over from one fiscal year and may only be used to defray costs of presenting scholarly papers, chairing or responding to sessions, or presenting creative work at professional meetings in their discipline or interdisciplinary area(s) at a professional conference.

Full-time adjunct and visiting faculty in their second or successive year of a full-time faculty position may apply for up to \$700 in professional conference travel funds if they are presenting at the conference.

If a trip crosses fiscal years (for example, it takes place May 29-June 6), the funds will be used from the year containing the majority of the travel days.

To be eligible for reimbursement, travel expenses must be submitted in the academic year in which the travel occurred.

Please see the section on travel on the All-College Policies site for eligibility and other detailed information.

Faculty Professional Travel Funds **may be used** for the following expenses:

- Airfare to conference, exhibit, or workshop
- Airline baggage fees
- Conference registration fees
- Membership fees associated with conference or workshop registration
- Accommodations while at the conference or workshop
- Parking and/or ground transportation
- Mileage (capped at a maximum of \$350)
- Meals while at the conference and during travel to/from (itemized)
- Internet access charges while attending conferences or workshops

Faculty Professional Travel Funds **may not be used** for the following expenses:

- Professional association membership fees (not associated with conference registration)
- Books or materials
- Page costs or other publishing expenses
- Travel to conduct research
- Costs associated with changes in hotel or airfare
- Trip insurance or travel protection
- Costs associated with family or friends accompanying the faculty member

Due to financial constraints, the Kendall Center reserves the right to deny requests for expenses not currently included on this list.

If you have questions about what expenses are appropriate for faculty professional travel funds, please contact the Kendall Center.

Supplemental Funds for Presenting at an International Conference

Faculty who are presenting scholarly papers or creative work at professional meetings held outside the U.S. (except Canada) may apply for up to \$500 in additional funding to help with increased expenses such as money changing, visa application and passport fees, increased travel costs, etc. International conference funds are supplemental to the regular professional funds available to faculty. The basic \$1,200 allocation must be used first. Funds allocated but not used will be returned to the International Travel Fund for use by other faculty.

Honorariums and Stipends

If a faculty member receives a stipend for presenting scholarly papers, chairing or responding to sessions, or presenting creative work at professional meetings in their discipline or interdisciplinary area(s) at a professional conference, the amount of the stipend will be subtracted from any faculty travel funds awarded. For example, a faculty member agrees to be the keynote speaker at a conference and is paid \$500. The trip costs a total of \$1,200; the faculty member is eligible to apply for up to \$700 in travel funds.