DATE: August 1, 2000

TO: All Faculty Members

FROM: Eugenia P. Gerdes, Interim Vice President for Academic Affairs

RE: Travel Funds for Faculty

2000 REVISED GUIDELINES

Assumptions:

1) "Faculty scholarship at Bucknell is considered an essential part of teaching . . ." (Faculty Handbook) Participation of faculty members in professional meetings contributes to the quality of instruction.

2) While faculty members are expected to assume many responsibilities, including financial ones, for their own professional growth through their participation in professional organizations, the University encourages this participation by providing some assistance through Travel Grants.

Travel Grants are of four types:

1) Departmental Travel Expenses

Each Department receives an allocation of $250 per member, including the Department Chair. These funds may be expended as the Department may elect, subject to the University's Guidelines for Travel issued by the Finance Office. These Guidelines also apply to funds received from the Dean's Travel Budget and those for International Research Travel.

2) The "Dean's Travel Budget"

These funds are used to support travel for participation in professional meetings. These guidelines are:

a) Each request for travel funds is to be directed in writing through the Department Chairperson to the Dean of the College of Engineering or the Associate Dean of Faculty of the College of Arts and Sciences.

b) The Department Chairperson must concur in the request; a brief statement concerning the significance of the travel request is to accompany the application for funds.

c) When feasible, the written application is to be made at least two months in advance of the meetings, even if the request is tentative. Since not all requests may be approved, early application provides the Deans with more of an opportunity to allocate travel funds equitably. Because the travel fund is intended to encourage individual faculty members
to participate in professional activities [as described under (d)], funds for travel will not be distributed on a departmental basis; each faculty member's request will be considered on its own merit.

d) The priorities assigned to the competing activities are:

**HIGH**

Presenting a paper before a major regional, national, or international meeting of a learned society.

Serving in a significant elective office, e.g., president or vice president in a professional association at a national or international level.

Participation in a symposium or workshop of a national meeting of a learned society in which a formal presentation of remarks is required.

**MODERATE**

Presenting a paper before a learned society at the state level.

Serving in a significant elective office, e.g., president, president elect, or vice president of a learned society at the regional level, or at a divisional level of a professional association.

Participation in a symposium or workshop of a regional meeting of a learned society in which a formal presentation of remarks is required.

**OTHER**

Serving as a chairperson for a panel or paper-reading session.

Serving as a "discussant," "respondent," or "commentator" for a paper, panel or symposium.

Presentation of a paper before a learned society at the district level within a state.

Participation in a symposium or workshop of a state meeting of a learned society in which formal presentation of remarks is required.

**NB: Only one author of a paper can receive a special travel grant.**

e) If a faculty member's request for travel funds satisfies the "high priority" criteria and application occurs by March 1, it will be reasonable to assume the he/she will receive travel funds. It is unlikely that any member of the faculty will receive more than one special Travel Grant annually. Awards will be made on that principle. In any year in which it appears that sufficient funds may be left for a second award to a person, notification to those on a "waiting list" will be given beginning March 15.

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1 The priorities do not apply to faculty members who are full-time, one-year replacements. Regardless of their level of participation, these faculty members are eligible to receive up to $750 (including their $250 departmental allotment) for travel to a professional meeting.
f) When a faculty member’s request for travel funds is approved, he/she will receive a maximum of $785 for a maximum of 4 days, also see (j) below.

These allocations do not include the $250 departmental allotment: when any of the maximum or the total costs exceed $785, it is expected that the $250 departmental allotment will be used to meet that need.

Regardless of the source of funds, the maximum reimbursement for meals is $30 per day, with receipts.

g) It is important to limit costs so that the available funds can support as many trips as possible. When two or more faculty members are attending the same conference within a four-hour drive of Bucknell, they are expected to use an automobile for transportation. When air transportation is necessary, economy rates should be requested (e.g., "super-saver" fares); otherwise the traveler may be given only straight coach fare. Some hotels will grant a discount to educators if it is requested at the time of reservation. The Transportation Services office has information about corporate discounts on hotels and rental cars.

h) University vehicles may not be used as transportation to an airport when they will remain in the parking lot until you return. You will be reimbursed $.30 per mile and the parking costs incurred for the use of your personal vehicle. Another possible option—you may arrange for transportation to and from the airport through Transportation Services, provided drivers are available.

i) Rental automobile insurance should NOT be added to your rental agreement. The University does have insurance to cover the accidents which occur with rental vehicles by faculty and staff of the University while on Bucknell business.

IMPORTANT NOTE: If the vehicle will be used for personal travel during your business trip, the University’s insurance policy will not provide coverage when an accident occurs as a result of personal use. The costs associated with such an accident will be your responsibility. You should check with your personal insurance carrier to ensure your policy provides coverage for the use of rental vehicles. If your policy does not, the cost of insurance through the rental agency will be your personal responsibility. (For example, if you take an evening trip to Disney World while attending a conference in Orlando and the vehicle is stolen during this personal trip, the University’s insurance would not provide coverage.)

j) Because the primary purpose of the special travel funds is participation in a specific activity of a professional meeting, the estimated budget for the trip usually is to be restricted to expenses for not more than three days. Where a fourth-night stay on a Saturday night results in a net savings to the University due to decreased airfare, expenses for an additional day will be reimbursable.

k) Applicants may request from the Office of the Dean of his/her College an application form that simplifies the details of the request.

l) Travel abroad to meetings usually cannot be supported solely by University funds. It often is possible to apply for external funds for this purpose.

m) Requests for travel funds for visits to granting agencies are to be directed to the Vice President for Academic Affairs. Requests for travel to meetings for recruiting should be directed to the appropriate Dean.
3) **Supplemental Travel Funds**

Those faculty in the College of Arts and Sciences who do not meet the current "priorities" for professional meeting attendance as outlined above, can apply for $150 extra from the Associate Dean of Faculty to supplement their department travel allocation, in order to attend one professional meeting per year that is important to his/her professional growth.

In order to apply for these supplemental travel funds, a brief description of the importance of the meetings to a faculty member's professional development must be included. **Only faculty who have attended no other meetings in the current budget year will be given priority.** Funds are limited so requests should be made as early as possible. All limits and reimbursement procedures for the Dean's Travel Fund apply.

Faculty in the College of Engineering should continue to follow procedures established in their College to apply for such supplemental funding.

4) **International Research Travel**  
*(Consult the Associate Dean of Faculty, Arts and Sciences)*

These funds are available to assist faculty members from both Colleges whose primary need for international travel is to conduct research (this money is not available to fund attendance at international conferences). A maximum of $3,000 may be requested, including travel, professional, and living expenses.

In proposals of 2-4 pages, faculty members must clearly demonstrate a necessary connection between their research (or in some cases new directions in their teaching) and the requested international travel. Faculty members should include in their proposal evidence of an active international research program or the initiation of a new one. Members of the faculty who propose such travel for teaching purposes must make clear the specific goals of their curricular project and the necessity for international travel in conjunction with this project. Higher priority will be given to faculty members who have not recently been able to travel to their international research site.

Ordinarily, faculty members will not be eligible to receive these funds in consecutive years. Proposals for a given academic year should include (1) estimated budgets and (2) a letter from the Department Chair commenting on the proposal and be submitted to Beth Cunningham, Associate Dean of Faculty, College of Arts and Sciences. Preference will be given to proposals submitted by December 15th of each year; applications submitted after this date will also be considered, based on availability of funds.

Faculty members who receive such funds must submit valid receipts and a travel expense report upon their return. Within three months of the completion of the project, they should also submit a two-page report to the Associate Dean of Faculty detailing the results of their international travel research.

c: Deans