



Center for Teaching and Learning
Faculty Conference Presentation Funding
Travel Grant Request Packet
Effective Date 1 March 2021

**CRITERIA AND GUIDELINES FOR REQUESTING
FACULTY FUNDING FOR CONFERENCE PRESENTATIONS
Updated 19 August 2021**

Central State University recognizes that attendance at and participation in professional conferences, meetings, and workshops is integral to the ability of faculty to maintain the highest quality of instruction and mentoring for their students and individual research endeavors. Travel to conferences, meetings, and workshops enables faculty to develop and enhance their teaching and research skills as well as to enhance their abilities to serve and retain students. In order to facilitate the faculty's ability to attend conferences, meetings, and workshops, the Office of the President is supporting a fund in the Center for Teaching and Learning (CTL) to assist faculty with offsetting the cost of travel to present scholarship related to teaching, learning, research, and service in the various disciplines across the university community.

OVERVIEW OF GUIDELINES FOR FACULTY FUNDING IN SUPPORT OF CONFERENCE PRESENTATIONS

1. Faculty conference presentation funds are available to all full-time teaching faculty and department chairs to present scholarly work at conferences, workshops, and seminars. When evaluating requests, the primary considerations are the alignment of the request with the specific travel criteria appended to this packet and its potential benefit to the University. In order to promote a balanced and fair distribution of travel funds, the criteria include consideration of additional factors such as prior professional development funding provided to the faculty member, distribution of funding across departments and colleges, and participation by the faculty member in on-campus professional development opportunities.
2. Making a request for funds is a two-step process. The first step is completing and submitting the "CTL Funding Request" form found in this packet to the CTL Faculty Development Director, Dr. Leanne Petry, at lpetry@centralstate.edu **in at least thirty (30) days prior to travel**. Once travel is approved by the CTL, the traveler is authorized to complete and submit a University Request for Travel (RFT) form. Note: Travel is not fully approved until the RFT has received all required signatures. Travelers should not make non-refundable purchases prior to receiving all approvals and shall assume financial risks for costs pre-paid by the traveler prior to all approvals being obtained.
3. The Office of the President's funds **can** be used for **international travel**.
4. CTL does not fund travel for administrators above the level of department chair.
5. All funded travel must directly support the goals and specific objectives stated in the appended travel criteria located on page 10 of this packet. Faculty traveling to conferences may present papers, articles, or research findings.
6. Awards will be **a maximum of \$1,000.00 during the 2021-2022 academic year**. Actual awards are based on need and availability of funds. The following additional guidelines shall apply:
 - Travelers are expected to take advantage of meals included within conference registration fees and to use lower cost services whenever feasible, such as long term airport parking as opposed to short term, etc.
 - Travelers shall follow University's travel guidelines and policies as adopted by the Board of Trustees.

**INSTRUCTIONS FOR REQUESTING FACULTY FUNDING
FOR CONFERENCE PRESENTATIONS THROUGH THE CTL**

1. Obtain a Conference Presentation Travel Packet. Travel Packets are available online through [Faculty Central](#), the CTL site on Schoology. Faculty may also request a packet by sending an email to the Faculty Development Director of the Center for Teaching and Learning, Dr. Leanne Petry (lpetry@centralstate.edu).
2. Complete and sign the “CTL Funding Request” form and submit it, along with required supporting documentation, to the Faculty Development Director. Retain the remainder of the packet to be submitted after completion of the professional development activity.

The CTL will evaluate the request, and, if recommended, direct the traveler to begin the requisition process with **the Office of Academic Planning and Assessment**. This process begins with the traveler completing and submitting a University Request for Travel (RFT) form.

3. After receiving the completed RFT from the traveler, **the Office of Planning and Assessment** will submit the form for the additional required approvals. **The Office of Academic Planning and Assessment** will contact the traveler to confirm that the request has been fully approved and provide instructions for completing any remaining pre-travel requirements (i.e. requisitions for purchase orders needed for ProCard expenses, reimbursable expenses, etc.).

Note 1: Faculty Funding for Conference Presentation Travel Requests are not fully approved until all required approvals have been obtained on the RFT. Travelers should not make non-refundable purchases prior to receiving all approvals and shall assume financial risks for costs pre-paid by the traveler prior to all approvals being obtained.

Upon return from travel, a Post-Trip Report and Travel Expense Report (TER) will be completed and submitted by the traveler, along with original receipts and other supporting documentation, to the Faculty Development Director. The approved reports will be submitted to **the Office of Planning and Assessment** as well as Accounting, as appropriate, in order that relevant purchase orders may be requisitioned for travel expenses, including reimbursable expenses.

Note 2: All purchase orders sent to the traveler must be provided to **the Office of Academic Planning and Assessment with the TER before the faculty member can be reimbursed. Expenses cannot be reimbursed without the associated purchase order number.**

Questions may be directed to Dr. Leanne Petry, Director of Faculty Development, ([937.376.6656](tel:937.376.6656)).

**CTL FUNDING REQUEST FORM FOR
FACULTY CONFERENCE PRESENTATION**

Please submit this form at least **30 days prior to travel**. Travel expenditures must not exceed **\$1000 or 75% of total travel costs**. (Note: Unavoidable over-expenditures such as increased taxi fare due to changes in venue, etc.) may be reimbursed with acceptable rationale and documentation.

TRAVELER'S NAME _____ **DATE INITIATED** _____
(Please type or print) Month/Day/Year

CONTACT INFORMATION _____

TRAVEL DATES
Departure Date _____ Return Date _____
Month/Day/Year Month/Day/Year

DESTINATION
City and State _____

TITLE OF CONFERENCE, SEMINAR, WORKSHOP, ETC.

BENEFIT OF TRAVEL

Attach a "Statement of Intent" that explains how your presentation will support the "Specific Objectives" outlined in the "Criteria for Financial Support of Faculty for Conference Presentations" (page 10). The traveler must clearly articulate:

- URL for the conference schedule showing date and time of faculty presentation, indicating specific sessions and/or workshops explaining how faculty participation will support goals and objectives of the conference proceedings.
- A personalized explanation of how the travel will contribute to the individual faculty goals and specific objectives stated below (page 10) to enhance teaching and learning, research, and/or promotion and tenure.
- Appropriate documentation of proposed activities, i.e. conference agenda, completed registration forms.
- A stated commitment to formally share presentation with the larger university community in a manner and time to be agreed upon by the applicant and the Director of Faculty Development in The Center for Teaching and Learning. Include supporting documentation if possible.

CTL FUNDING REQUEST FORM

TOTAL TRAVEL COST INFORMATION (CHECK ACTUAL OR ESTIMATED FOR EACH ITEM)

Item	Item Cost	AMOUNT REQUESTED	CHECK ONE	
			Actual Cost	Estimated Cost
Registration				
Air Travel				
Parking				
Fuel				
Meals				
Hotel (room and taxes)				
Other (e.g. tips, tolls, etc.)				
Total				
Amount reimbursed cannot exceed \$1000.00 (2021-2022 Academic Year).				

[*See Policy 410.1](#)

Source for Balance of Funds: _____
 (Department, College, Grant, Self, etc.)

CTL FUNDING REQUEST FORM FOR FACULTY CONFERENCE PRESENTATION

APPROVALS

The signatures below are required prior to submitting the application to the Center for Teaching and Learning/Office of Academic Planning and Assessment. These signatures are necessary to ensure the Department and College have planned for the source of remaining funds exceeded what this CTL Professional Development funding covers.

Faculty Member

Faculty Date

Chair

Chair Date

Dean

Dean Date

Center for Teaching and Learning (CTL)

Director of Faculty Development Date

Office of Academic Planning and Assessment (OAP&A)

Director of Assessment Date

Additional approvals on the completed Request for Travel (RFT) form are required before the approval process is complete. The traveler will be assisted by The Office of Planning and Assessment to obtain these signatures, and will be notified when the travel has been authorized. **Travelers should not consider their requests fully approved until a purchase order has been authorized.**

Documentation to Accompany Post-Trip Report

1. Reporting Expenses

Each Traveler is responsible for proper travel expense reporting as required by [University Policy 410.1](#). All required documentation must be submitted to **the Office of Academic Planning and Assessment** within five (5) working days of the conclusion of the travel.

Procedures:

1. Obtain and complete a **Travel Expense Report (TER)** form (available on the CSU website under [Policies and Procedures](#)) and return it to the Faculty Development Director to be maintained with the Faculty Development Travel Grant Funding Records. A copy will be forwarded to **the Office of Academic Assessment and Planning**, as necessary, to finalize the process.
 - **Receipts:** Receipts must be original and include the vendor name and date. Mount receipts on an 8 ½ x 11 sheet of paper in date order.
 - **Purchase Orders:** Purchase Order (PO's) for reimbursable expenses are sent to the traveler by the Purchasing Office. A copy of any PO provided to the traveler must be submitted along with the TER. Expenses cannot be reimbursed without the accompanying PO.
2. Sign the completed TER. Be sure to check with the accounting office to ensure the most up to date TER is used (i.e. mileage rates change annually, etc.).
3. Complete the **Post-Trip Report** and return it to the Faculty Development Director to be maintained with the Faculty Development Funding Records. A copy will be forwarded to **the Office of Academic Assessment and Planning**, as necessary, to finalize the process.

Travelers are advised to retain a copy of all paperwork.

The Office of Academic Planning and Assessment will submit the completed Travel Expense Report along with the documents supporting the expenditures within 5 working days after receipt of the materials. **The President's Office** and the Office of the Controller audit the Travel Expense Report for mathematical accuracy, proper approvals, and adherence to spending policies and limits (meals rates, hotels, rental cars, etc.). The travel expense report will be processed for payment within 7 to 10 working days after receipt by the Controller's office.

Examples of acceptable documentation and guidelines for reporting expenses:

EXPENSE	PROCEDURES AND EXAMPLES OF DOCUMENTATION REQUIRED FOR REIMBURSEMENT
Registration	<ul style="list-style-type: none"> • Submit original receipt showing paid registration.
Air Travel	<ul style="list-style-type: none"> • Submit original receipt showing paid fare.
Car Rental	<ul style="list-style-type: none"> • Travel by personal vehicle will only be approved when no fleet vehicles are available or if special circumstances exist. • CSU does not reimburse the cost of insurance for rental vehicles.
Parking	<ul style="list-style-type: none"> • Submit paid receipt. • Reimbursement for parking costs of less than \$5 which are not documented by a receipt may be requested in a letter. Requests are subject to review and approval by the Controller.

Meals	Meals are reimbursable up to \$40 per day in most localities, and \$60 per day in high cost cities. <ul style="list-style-type: none"> • Daily meal costs of more than \$25 must be documented with receipts. • Daily meal costs of \$25 or less may be claimed without receipt. • CSU does not pay for alcoholic beverages
Hotel (room/ taxes only)	<ul style="list-style-type: none"> • Receipt for paid room charges.
Tips, tolls, taxi, Internet access, etc.)	<ul style="list-style-type: none"> • Miscellaneous costs must be evidenced by receipt if greater than \$5.00 per item. • Miscellaneous costs which are not documented by a receipt may be requested in a letter. Requests are subject to review and approval by the Controller. <p>Note: Reimbursement of actual cost of gratuities is authorized up to a maximum of \$5.00 per day for overnight travel on the days of departure and return. Actual cost up to a maximum of \$2.50 per day is authorized for overnight travel on any day of travel other than the day of departure or return or for travelers who are not traveling overnight.</p>

All travel must comply with [University Policy 410.1](#).

2. Completing Post-Trip Reflection and Follow-up Report

The CTL funds travel and professional development activities in support of the University's goal of increasing student achievement and retention. To facilitate this effort, travelers are asked to describe the benefits they gained from the professional development activity and provide a plan for sharing and disseminating the information.

The Post-Trip Report (page 9) must include:

- A description of the highlights of the conference
- A description of **at least one** specific outcome (action to be taken, change to be adopted, idea to be incorporated into teaching, research, etc. due to the conference activity).
- An action plan for sharing knowledge gained which includes
 1. Anticipated venue (department meeting, college meeting, workshop, faculty seminar series, etc.)
 2. Anticipated date
 3. Description of follow-up documentation that will be provided to **The Center for Teaching and Learning (CTL) and The Office of Academic Planning and Assessment (OAP&A)**.
Examples of documentation include
 - Minutes of conference
 - Conference evaluation forms
 - Handouts from conference
 - Lesson plans and class activities, assignments, research session notes, etc.
 4. Anticipated date for submission of follow-up documentation to the CTL.

*Schedule information sharing so that follow-up documentation can be provided within six weeks of return from travel.

Failure to submit a Post-Trip Report and/or Follow-Up documentation will affect future eligibility for funding.

POST-TRIP REPORT

Please submit all post-trip information, including this form, together with the Travel Expense Report, within the specified timeframe. Be advised that failure to comply with reporting requirements will affect future eligibility for professional development funding.

TRAVELER'S NAME _____

CAMPUS PHONE _____

(Please type or print)

DATES TRAVELED

Departed _____
Month/Day/Year

Returned _____
Month/Day/Year

PURPOSE OF TRAVEL

DESTINATION

City and State

Attach a statement on your travel experience and the benefits received personally and institutionally.

The Post-Trip Report should include:

- Reflect on the conference, seminar or workshop, and describe the benefits as they pertain to the goals and "Specific Objectives" of the faculty conference presentation travel grant.
- Describe the action plan for follow-up, including venue where the information will be shared.
- Provide any documentation of the follow-up including:
 - Minutes of conference
 - Conference evaluation forms
 - Handouts from conference
 - Lesson plan(s) and class activities, assignments, research session notes, etc.

Traveler's Signature

Date

**PRESIDENT'S CRITERIA FOR FINANCIAL SUPPORT
OF FACULTY CONFERENCE PRESENTATION TRAVEL
Effective 03/01/2021**

Historically, the Center for Teaching and Learning provided funding to support faculty travel for a variety of professional development purposes. As is the case with many dimensions of professional and public service, the amount of funding available for travel is extremely limited and must be used exclusively to achieve the requirements set forth by the funder. Consequently, the funds that are available for professional development, including travel, can be used only to support the goals and specific objectives described below.

Goals

The Center for Teaching and Learning is committed to addressing institutional concerns through building the capacity of the faculty to present scholarly work at local, regional, national and **international** conferences to encourage and enhance the faculty's professional development.

Specific Objectives to Fund Scholarly Work:

1. Provide support of teaching and learning by
 - identifying effective instructional strategies and techniques in response to the needs of learners;
 - presenting research studies in the areas of higher education pedagogy, program design, implementation and assessment; and
 - presenting programmatic and curriculum innovations which enhance academic programs and program accreditation.
2. Provide support that expands knowledge within the discipline by
 - advancing technical content that is specific to the faculty
3. Provide support of work that aligns with institutional goals by
 - presenting in the areas of higher education service and leadership to advance program and institutional goals in alignment with the university's strategic plan.

Criteria for Financial Support of Faculty Travel:

1. Financial support for faculty travel is available only to full-time faculty and department chairs to attend conferences, workshops, and seminars that address the specific objectives noted above.
2. The respective chairperson and dean must review the request to assure it supports the objectives stated above and provide a statement outlining their support for the request.
3. Funds **can be used for international travel**.
4. Funds are provided for the purpose of presenting at a conference for an approved purpose.
5. Any financial support for faculty travel is limited **to a maximum of \$1,000.00** during the 2021-2022 academic year. Faculty are expected to seek financial support from the respective departments/colleges as well as other means to offset costs.
6. In order to promote the wide development of knowledge and skills, decisions to approve funds will take into account the faculty member's prior use of Professional Development funds. Priority will be given to faculty who did not receive funding in the past academic year or within the current academic year.
7. In order to encourage faculty's overall professional development, consideration will also be given to the faculty member's participation in on-campus and regional professional development activities.

8. The following expectations shall apply to all funded travel:

- Travelers will take advantage of meals included within conference registration fees.
- Travelers will use lower cost services whenever feasible—long term airport parking as opposed to short term, etc.
- Travelers shall follow the University’s travel guidelines and policies as adopted by the Board of Trustees.
- Documentation of travel expenses must be completed within five (5) working days. Travelers are expected to sign the Travel Expense Report provided to the **Center for Teaching and Learning/Office of Academic Planning and Assessment** promptly. Failure to complete the required documentation in a timely fashion will negatively affect the disposition of future funding requests.

9. All travelers must submit a letter of intent to travel requesting financial support to the Director of the Center for Teaching and Learning at least 30 days prior to the travel dates requested. The requestor must clearly articulate:

- The purpose and destination of travel;
- Appropriate documentation of proposed activities, i.e. conference agenda, completed registration forms;
- A personalized explanation of how the travel will contribute to the “Specific Objectives” outlined above;
- A stated commitment to formally share scholarly work with the larger university community in a manner and time to be agreed upon by the applicant and the Director of Faculty Development;
- Evidence that the travel is supported and approved by the applicant’s Chair and Dean;
- All decisions with respect to financial support for faculty travel will be communicated in writing to the applicant, the applicant’s Department Chair, and the Dean by the Director of Faculty Development.
- Completed travel requisitions must be provided at the time of application.