



Center for Teaching and Learning
Professional Development Funding Grant
Travel Request Packet
2022-2023

CRITERIA AND GUIDELINES FOR REQUESTING INDIVIDUAL FACULTY PROFESSIONAL DEVELOPMENT AWARDS

Updated 18 August 2022

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. Travel to conferences, meetings, and workshops enables faculty to develop their teaching skills and to enhance their abilities to serve and retain their students. In order to facilitate the faculty's ability to attend conferences, meetings, and workshops, the Center for Teaching and Learning (CTL) maintains a fund to support faculty professional development.

OVERVIEW OF GUIDELINES FOR PROFESSIONAL DEVELOPMENT AWARDS

1. Professional development awards are available to all full-time teaching faculty and department chairs to attend 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**. Simultaneously, the traveler is to complete and submit a University Request for Travel (RFT) form signed by both the Department Chair and College Dean. Note: Travel is not fully approved until the "CTL Funding Request" form and 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. Title III funds cannot 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 stated in the appended travel criteria, titled "Criteria and Guidelines for Requesting Individual Faculty Professional Development Awards" on page 10. Faculty traveling to conferences may present papers, articles, or findings but the presentations cannot be the primary or sole purpose of the travel. If conference presentation is the main purpose for the request, faculty are directed to complete the "Faculty Presentation Funds" application.
6. Awards will be **a maximum of \$2,000.00 during the 2022-2023 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 the University's travel guidelines and policies as adopted by the Board of Trustees.

INSTRUCTIONS FOR REQUESTING PROFESSIONAL DEVELOPMENT FUNDING THROUGH THE CTL

1. Obtain a Professional Development Travel Packet. Travel Packets are available online through **Faculty Central** on the university website. 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 including the Request for Travel (RFT) form, and associated Department Chair and College Dean signatures 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**. In some cases, this process assists the traveler with prepaying some expenses (i.e. registration costs, etc.).

3. After receiving the completed Travel Packet and RFT from the traveler, **the Office of Academic Planning and Assessment** will submit the documentation for the additional required approvals. **The Office of Academic Planning and Assessment** will contact the traveler confirming 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: Professional Development Travel Requests are not fully approved until all required approvals have been obtained on the CTL Funding Request and 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 Academic 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 traveler purchase orders 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

Please submit this form at least **30 days prior to travel**. Travel expenditures paid utilizing these funds must not exceed **\$2000.00 total for associated travel costs**. (Note: As a part of this application process, faculty must indicate who is responsible for payment of over-expenditures. In some cases, overages 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 participation will support the "Specific Objectives" outlined in the "Criteria for Financial Support of Individual Faculty Professional Development" (page 10). The traveler must clearly articulate:

- URL for the conference schedule.
- A personalized explanation of how the travel will contribute to the goals and specific objectives stated below (page 10) to enhance teaching and learning. Indicate specific sessions and workshops and explain how they will support travel goals and objectives.
- Appropriate documentation of proposed activities, i.e. conference agenda, completed registration forms.
- A stated commitment to formally share knowledge gained 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 \$2000.00 (2022-2023 Academic Year).				

*See Policy 410.1

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

CTL FUNDING REQUEST FORM

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
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Chair

Chair	Date
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Dean

Dean	Date
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Center for Teaching and Learning (CTL)

Director of Faculty Development	Date
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Office of Academic Planning and Assessment (OAP&A)

Associate Provost for Academic Affairs	Date
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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 signatures necessary after Chair and Dean 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 Planning and Assessment**, 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 Planning and Assessment**, 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 Title III 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	<p>Meals are reimbursable up to \$40 per day in most localities, and \$60 per day in high cost cities.</p> <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 activity
- A description of **at least one** specific outcome (action to be taken, change to be adopted, idea to be incorporated into teaching, etc. due to the 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 meeting
 - Workshop evaluation forms
 - Handouts from workshop
 - Lesson plans and class activities, assignments, 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 _____

(Please type or print)

CAMPUS PHONE _____

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 professional development 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 meeting
 - Workshop evaluation forms
 - Handouts from workshop
 - Lesson plan(s) and class activities, assignments, etc.

Traveler's Signature

Date

TITLE III CRITERIA FOR FINANCIAL SUPPORT OF INDIVIDUAL FACULTY PROFESSIONAL DEVELOPMENT TRAVEL

Historically, the Center for Teaching and Learning (formerly the Office of Faculty Development) 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 in the grant. 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 contribute to increasing enrollment and enhancing the University's academic programs. This will be accomplished through assessment of student learning, program review, and accreditation, which will improve institutional effectiveness.

Specific Objectives:

1. Design and use of resource materials to support assessment of student learning.
2. Design and use of resources materials to support program review and the enhancement of academic programs.
3. Provide support for faculty for whom English is not their first language to reduce any language/cultural barriers that may inhibit student learning success.
4. Provide support for identification and use of the most effective instructional strategies and techniques in response to the learning needs of all students.

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 cannot be used for international travel.
4. Funds cannot be provided for the purpose of presenting at a conference. However, a faculty member is not prohibited from making a presentation at a conference that he or she is attending for an approved purpose.
5. Any financial support for faculty travel is limited to a maximum of \$2,000.00 during the 2022-2023 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 Title III 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 to enhance teaching/learning;
- A stated commitment to formally share knowledge gained 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.