

Travel Guidelines for Chairs

Academic Travel: Allocation, Authorization, and Reimbursement

The process for allocating funds to departments to support full time faculty travel to conferences and the process for authorizing and reimbursing such travel are now based in the Office for the Advancement of Research (OAR), located in 632T. Any questions about the guidelines below and about academic travel in general should be addressed to the Travel Coordinator, Nicole Parrilla, who processes these documents. She can be reached by e-mail at nparrilla@jjay.cuny.edu.

Allocation

Funds to support faculty travel to conferences (Academic Travel) are allocated once a year, typically in early summer, from Indirect Funds in the Office for the Advancement of Research directly to the academic departments. Allocations to individual faculty members are made by the department (the Chairperson and/or the Personnel & Budget Committee). Academic Travel funds, coming as they do from the indirect funds generated by the grants of our full-time faculty are available only to full time faculty as a way of supporting and encouraging their scholarly productivity in preparation for tenure or promotion. Academic travel funds will only support travel to conferences at which the faculty member is making a presentation or playing a key role in the conference as an organizer/moderator of a panel or by virtue of the office s/he holds in the organization sponsoring the conference. In making individual allocations, the department should bear in mind that the amount allocated to the department is finite. The department must stay within its allocation.

Chairs are advised to distribute travel funds according to an established Department policy that either: 1) assures that travel funds are dispersed equitably across their faculty, or 2) assures that travel funds are dispersed to achieve a goal established by the Department such as prioritizing new faculty members and/or prioritizing active scholars. Aspects of such a policy might include the following: a limit on the maximum dollar amount to be reimbursed per faculty member, a limit on the number of trips reimbursed for a single faculty member, regular notification of all department members that travel funds exist.

Authorization

Well before the faculty member travels (at least three weeks), she must complete the Travel Approval Form (TAF) available in the OAR or on the home page of the Office of the Provost at this link:

http://www.jjay.cuny.edu/academicaffairs/Travel_ApprovalForm.pdf **This form must be signed by the department chairperson before it is submitted.**

The faculty member is not authorized to travel until this form is submitted, reviewed, and signed by the Associate Provost for Research or his designee. The amount listed on the TAF ("Estimated Cost") is considered to be the maximum the department chairperson allowed for the trip. If the faculty member overspends, there is no guarantee that the amount of the over-expenditure will be covered. If the department

wishes to increase the amount of funding after the trip has taken place, the chair must sign a revised TAF, clearly marked “revised,” or send a signed memo with the faculty member’s reimbursement request, indicating the exact amount she wishes to approve.

Reimbursement

Reimbursement guidelines are available on the Office of the Provost home page at this link:

http://www.jjay.cuny.edu/academicaffairs/Guidelines_for_TravelReimbursement.pdf.

Details about the most commonly enforced restrictions from the Research Foundation can be found on the Travel Guidelines document that is being distributed to faculty.

Please note the Research Foundation’s policy that all spending must comply with New York State travel guidelines (<http://www.osc.state.ny.us/agencies/travel/travel.htm>).

Maximum hotel and meal reimbursement costs are limited by GSA (U.S.)/Dept. of State (International) and reference websites.

To request reimbursement, the faculty member must complete the Research Foundation (RF) Travel Voucher, available on the Office of the Provost home page at this link:

http://www.jjay.cuny.edu/academicaffairs/RF_TravelVoucher.pdf The voucher requires only the faculty traveler’s signature, but some departments require that the voucher first be turned into the department for internal record keeping. The faculty member should check with the department. The completed RF Travel Voucher and accompanying documentation should be submitted directly to OAR within two weeks after travel takes place.

Reporting

One month before the end of the fiscal year, Chairs are asked to submit an annual report to detail travel expenses in their Department. This report should list the total amount allocated to the Department for that year as well as a list the names of all travels, conference or event attended, amount reimbursed (or scheduled to be reimbursed) for travel, and outcome of the event (paper or poster presented, session chaired, professional training, etc.). A sample report is seen below.

Department:		Year:	Allocation:
Traveler	Conference/Meeting	Total Reimbursed	Outcome (paper, etc.)