

Office of Teaching and Learning (OTL)
TRAVEL GRANT
Guidelines
Fiscal Year 12
July 1, 2011 - June 30, 2012

1. **Submit grant application electronically to:** Ann Brunjes at the OTL Office, Maxwell Library, Room 200: abrunjes@bridgew.edu, x2435.

2. **General Information:** OTL Travel Grants are intended to cover some or all of the expenses of attending or presenting at teaching-related conferences and workshops. This grant is designed for travel to national and regional conferences such as those hosted by the Association of American Colleges and Universities (AAC&U) or disciplinary teaching conferences such as National Council of Teachers of English (NCTE). These grants may also be used for travel to disciplinary conferences with a primary focus on scholarship, within which there are individual sessions devoted to teaching practice. In order to foster disciplinary, departmental and cross-disciplinary innovation and growth, teams of faculty are allowed to apply.

The Office of Teaching and Learning Advisory Board Grant Committee awards grants based on the relevance of the conference to the applicant's teaching/scholarship of teaching and the anticipated impact of conference on applicant's teaching/scholarship of teaching.

3. **Eligibility:**
 - ❖ Applicants must be full-time tenured or tenure-track faculty members or librarians.

4. **Categories:**
 - ❖ **Active Contributor:** Includes those giving conference presentations, posters, invited lectures, or those actively participating in academic workshops/training or on professional organization executive or steering committees.
 - ❖ **Attendee:** May also be funded for conferences/workshops/training.
Note: *If an active contributor, documentation of acceptance must be provided at time of application. If notification of acceptance is not in place at the time of application, then \$680 will be available, with the remainder released upon traveler providing proof of acceptance to OTL.*

5. **Funding:**
 - ❖ One trip per fiscal year per individual (July 1 – June 30).
 - ❖ Active Contributor: up to \$1,240.
 - ❖ Attendee: up to \$680.
 - ❖ Amounts awarded may depend on number of applications received.

6. **Restrictions:**
 - ❖ Travel funds are intended for professional activity, broadly defined; however, OTL Travel Grants will not be awarded for professional activities for which the applicant is being paid or otherwise compensated.
 - ❖ Trips for conducting research, collaborating on a project or traveling with students on a school trip are not eligible for OTL Travel Grants.
 - ❖ OTL Travel Grants may not be used for dues/membership fees for professional associations.
 - ❖ In general, OTL Travel Grants, once awarded, cannot be applied to a trip different from the one described in the application. Exceptions are rare, and will be considered on a case-by-case basis by the OTL Grant Committee.
 - ❖ OTL cannot reimburse expenses when a trip has been cancelled.
 - ❖ OTL Travel Grants cannot be used in conjunction with CART Travel Grants for the same trip.

The OTL and the OTL Grant Committee practices principles of fiscal responsibility and reserves the right to limit reimbursement to usual and customary costs as outlined by the [Trust Fund Guidelines](#).

7. **Allowable Expenses:**

Those that <i>may</i> be prepaid by the university include:	Those that are reimbursable include:
<ul style="list-style-type: none"> ❖ Airfare ❖ Train ❖ Bus ❖ Car Rental ❖ Hotel 	<ul style="list-style-type: none"> ❖ Registration fees ❖ Meals ❖ Mileage (when using personal automobile) ❖ Taxi, Airport Style Limo, Shuttle Bus, etc. ❖ Parking ❖ Tolls

Note: *In some instances the traveler may be required to pay out-of-pocket for his/her expenses for airfare, hotel, etc., and then be reimbursed. This would happen if the cost of an approved pre-paid expense exceeded the dollar amount awarded. The university is not able to split payments, or use an individual's personal credit card.*

8. **Criteria for Review:**

- ❖ completed application
- ❖ completed budget (include **all** expenses for professional travel, including those not covered by the university).
- ❖ documentation for the attendance at or participation in the conference, workshop, etc., for this funding request
- ❖ abstract
- ❖ a completed – all signatures in place – [Travel/Workflow](#) form

Note:

- ❖ University procedure requires the [Travel/Workflow](#) form be completed PRIOR to dates of travel; and the dates entered on the form be inclusive of ACTUAL DATES traveling (e.g., dates on itinerary - inclusive of weekends, holidays, etc., if applicable). It is the responsibility of the traveler to forward this form for all required signatures.
- ❖ A complete [Travel/Workflow](#) form – ALL SIGNATURES IN PLACE, including the PURCHASING Department, must be included at time of grant application submission.

9. **Process**

Applicants should follow this sequence:

- a. Determine conference/workshop.
- b. Identify funding source(s): OTL, department, area dean, etc.
- c. Complete and submit for signatures a [Travel/Workflow](#) form.
- d. Once authorized and the [Travel/Workflow](#) form has all the necessary approvals and you have received an encumbrance number by email, complete and submit an OTL Travel Grant Application.

OTL Grant Committee will:

- a. Review the application.
- b. Make determination and send acceptance/rejection notification to applicant via email.
- c. If approved, send acceptance notification and award amount to Greg DeMelo, Travel Coordinator, via email.

Upon notification of grant award, applicant should:

- a. Contact Greg DeMelo gdemelo@bridgew.edu or ext. 2537 to plan and book travel.
- b. Once final travel dates are confirmed with Greg DeMelo, check dates on original [Travel/Workflow](#) and on final itinerary. If dates differ, notify OTL and resubmit [Travel/Workflow](#) with correct dates for all signatures.

Once Travel is completed – for each expense for which **REIMBURSEMENT** is sought – OTL requires the following:

- ❖ Documentation showing **Actual Cost** (receipt from vendor) **and Method of Payment** (credit card statement showing last four digits of account, cancelled check –front and back) for all reimbursable expenses listed on blue Travel Expense Voucher (xls).
- ❖ Transportation Itinerary provided by Travel Coordinator
- ❖ Boarding Passes/Ticket Stubs.
- ❖ Hotel Bill with Zero Balance and Itinerary provided by Travel Coordinator.
- ❖ Conference Registration Receipt.
- ❖ Meals: Domestic Per Diem Rates (\$7.50 breakfast, \$12.50 lunch, \$20 dinner) up to \$40 per day with or without receipts depending upon time of day traveled.
- ❖ Meals: International Per Diem Rates Factor using Local Meal Rates for country traveled during month of travel.
- ❖ All other International Expenses: Use the Currency Converter - provide printout showing conversion for each item seeking reimbursement on actual date of purchase(s) or credit card statement showing charge with conversion.
- ❖ Taxis up to \$20 without a receipt, in full with receipt.
- ❖ Parking Receipts
- ❖ Toll Receipts
- ❖ Mileage \$0.51 per mile – **provide printout from Rand McNally or Mapquest** – from home or university – whichever is the closest. Exception, if traveling on a weekend, holiday, during the summer or break, you may calculate mileage from your home.
- ❖ Be sure to fill in the encumbrance number you received by email in the appropriate box on the Travel Expense Voucher.
- ❖ Submit to the OTL for Director's approval before form goes to the Accounting office.

IMPORTANT: Please itemize your reimbursable expenses (those NOT PREPAID by BSU) on a daily basis using the BSU Travel Expense Voucher form found through the Academic Affairs website at Travel Expense Voucher (xls) (Please print on blue paper). **Hand-written forms will not be accepted.**