

**BARNARD COLLEGE OFFICE OF THE PROVOST
FACULTY TRAVEL FUND POLICY [effective 7/1/07]**

[N.B. Revisions were made in Spring 2006 that increase expense caps and categories for travel reimbursement. Please read through this document carefully.]

1. Barnard College funds for travel are available only for officers of instruction who are Barnard employees.
2. A letter of invitation or a printed program, and a completed "Application for Travel to a Conference" form signed by the Chair, must be submitted to the Office of the Provost. Requests for funding of faculty travel must **precede** the professional meeting in which the officer of instruction is a participant. Under ordinary circumstances, after-the-fact applications will not be considered.
3. In general, an officer of instruction may only receive support for travel to professional meetings in which the individual is a participant. For Assistant Professors the requirement for participation in the program will be waived if the Chair and the Provost agree that attendance at the meeting will enhance the faculty member's career in a meaningful way, e.g., attendance at the discipline's national meeting or at a prestigious invited workshop. Support for attendance at board meetings of journals, or officers' meetings of academic associations is considered on a case by case basis at the Provost's discretion. *As of 7/01/06, all Faculty may petition the Provost to receive support for travel to professional meetings even if they are not participating or presenting at the meeting.*
4. Regular full-time officers of instruction have priority consideration for travel funds. Therefore, only applications from full-time officers of instruction will be considered through March. After that time, part-time officers of instruction may be given consideration for the remainder of the fiscal year, as long as funds last. Emeriti applications are considered on a case by case basis.
5. The limit on support for travel to conferences is \$2400 per faculty member over a two-year period with the following expense caps: domestic airfare to \$600 per trip; ground travel to \$100 per trip; **increases in expense caps:** room rate to \$175 per night; per diem to offset food expenses to \$25 per day; and up to \$50 per trip for expenses exceeding caps in existing categories.
6. As a rule, travel will be paid only to the limit of Apex fare, but faculty members are encouraged to locate cheaper fares to extend travel funds available for their use.
7. Officers of instruction who participate in conferences outside the continental U.S. may apply for an international supplement of up to \$700 over a two-year period when the normal allowance for airfare is insufficient.
8. Travel advances are available only to cover the cost of airline tickets. A receipt for the ticket must be presented within 5 working days of its purchase with the Travel Expense Report form. Other expenses will be reimbursed when **original** receipts are submitted including per diem and all travel (receipts needed for train, taxi over \$10), within 30 days of the trip. Receipts submitted *after* 30 days **may not be reimbursed**.
9. **NOTE** – This policy, including expense caps, only refers to conference travel grants approved and administered by the Office of the Provost by using the following application. For College travel policies that are not specific to conference travel support, including minigrants and SAPL, please see the College Travel Policy located at the Controller's Office.

APPLICATION FOR A BARNARD COLLEGE FACULTY TRAVEL GRANT

For Travel to a Conference (effective 7/1/07)

Name _____ Dept. _____ Title _____

1. Request funds in amount of \$ _____ for all or part of travel expense to participate in conference of _____ at _____ from _____ to _____ date _____

2. Expenses:

TRAVEL

a) actual plane/train/bus fare (limit \$600 per trip) \$ _____

b) ground - local travel (limit \$100 per trip, receipts required for \$10 and over) _____

HOTEL/ROOM (limit \$175 per night) _____

PER DIEM (limit \$25 per day for food expenses) _____

REGISTRATION FEE _____

CHILDCARE (describe nature of expenses) _____

OTHER (Limit \$50 per trip for expenses exceeding cap in existing categories) _____

TOTAL \$ _____

Approved: _____ Signed: _____
Chair Applicant

Date: _____

3. Have you applied for and received travel funds in the past 2 years? If yes, when and for how much? _____

4. I shall participate in this meeting as follows [attach copy of the official program or a copy of the letter of invitation]: _____

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NEWSLETTER INFORMATION : (please e-mail to provost@barnard.edu)

Title of paper presented _____

Other participation _____

ALUMNAE ASSOCIATION INFORMATION:

Faculty members who are traveling can aid in alumnae outreach by making themselves available to Barnard's Regional Clubs. If you are willing to meet with and speak to alumnae, please indicate the date you are available below and Alumnae Affairs will contact you.