Academic Year 2015-16

CLASS Faculty Travel Initiative AY 2015-16

For eligible travel occurring between September 21, 2015 to June 12, 2016

Scope
This initiative limited to eligible faculty traveling between September 21, 2016 to June 12, 2016 for the purpose of presenting scholarly or creative work as defined below (see Scholarly Travel below). This initiative does not apply to instructional travel (such as for a Hayward campus-based instructor’s travel to teach at Concord), student travel, or instructionally related travel (sometimes known as “mandatory travel”) in support of an activity or program funded by student fees, grants, or other sponsored or externally funded programs.

Eligibility
Funding for travel under this initiative is available during the stated period to tenure-track and tenured faculty. Eligible faculty may apply for funding more than once; applications after the first may receive lower priority and funding according to pending first-time applications for the effect of the initiative.

Budget
The following represents the minim and maximum reimbursement that may be authorized for domestic travel or international travel.

- Minimum reimbursement: $100
- Maximum reimbursement: $1500

Reimbursement is inclusive of airfare, lodging, and any/all other valid expenses incurred by either the traveler (during the trip) or the CSU (on behalf of the traveler). Funding for the CLASS Faculty Travel Initiative is contingent upon available budget and may change at any time without notice.

Scholarly Travel
Scholarly travel is inclusive of travel related to the eligible faculty member’s presentation of their scholarly or creative work at a conference, meeting, performance, or other significant venue sponsored by a recognized professional academic organization or other equivalent body. Funding for travel in which the eligible faculty member is performing a clearly stated and acknowledged leadership role (such as chairing, presiding, or serving on a committee) for a recognized professional academic organization or other equivalent body will be considered at a lower amount for reimbursement in keeping with the importance of the leadership role and overall import of the event as gauged by a conference program, letter of invite, and/or other 3rd party documentation made available at the time of application.
Research Travel
In previous years, funding was made available under the category of Research Travel for the purpose of travel related to attendance at an especially pertinent conference, an invitation of special import, or travel to a library or research site. Funding from the College for this type of travel is suspended during the stated period.

Application
Eligible faculty may apply for consideration of funding under this initiative by completing a request for Authorization of Travel form for the trip to which consideration under this initiative is to be given. Along with the travel form, and at the time of application, applicants must include a letter of acceptance, letter of invitation, conference program, or other 3rd party documentation clearly verifying the trip and the eligible faculty member’s role as stated on the travel form. The College reserves the right to return inaccurate or incomplete applications. Applications must be submitted via hard copy to the College office as stated in the Additional Details section below.

Additional Details
All travel is bound and governed by the CSU System University Travel Policy, the CSU East Bay Official Travel Guidelines, and the following policies set forth in this document.

1. For domestic travel, complete and accurate Request for Authorization of Travel forms along with supporting documentation must be received in the College office at least twenty-one (21) calendar days before the requested travel is to occur.
2. For international travel, complete and accurate Request for Authorization of Travel forms must be received at least forty-five (45) calendar days before the requested travel is to occur. Additionally, authorization for international travel is subject to approval by the Provost and the President. The College reserves the right to decline requests to travel that do not meet this deadline.
3. To allow time for processing and submittal to the proper University authority, all travel expenses allowable for reimbursement must be submitted by the traveler using the Travel Expense Claim Summary Form with all pertinent original receipts to the College office by the date for return written on the approved Request for Authorization of Travel form, but no later than June 16, 2015.

Questions?
Feel free to direct any questions regarding this policy to the Associate Dean for Faculty Affairs and Administration, Rafael Hernandez (rafael.hernandez@csueastbay.edu; 510-885-3161).

9/15/2015, R.H.