Academic Year 2016-17

CLASS Faculty Travel Initiative AY 2016-17

For eligible travel occurring between July 1, 2016 to June 30, 2017.

Eligibility
Tenure-track and tenured faculty are eligible to apply for reimbursement for travel fitting either of the travel categories below. Faculty may apply for funding more than once. Applications after the first, however, may receive lower priority and funding according to pending first-time applications for the effect of the initiative.

Reimbursement
In accordance with the IRS rules and the CSU system policies and procedures governing travel, reimbursement includes reasonable expenditures on airfare, lodging, and any or all other valid expenses incurred by either the traveler during the trip (or the CSU on behalf of the traveler). Funding for this initiative is contingent upon available budget and may change at any time without notice.

Travel Categories
There are two categories of travel that apply under this initiative: Scholarly Travel and Research Travel.

Scholarly Travel
This category is inclusive of travel related to a 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). Examples of this include, but are not limited to, delivering a paper at a conference, serving as a panel discussant at a national meeting, presenting a recital performance, or exhibiting work at a juried show.

In cases where the faculty member’s presentation is featured as part of a larger exhibition of scholarly works (such as a poster presentation), or where their role is more organizational (such as chairing a set of presentations or a meeting), reimbursement may be authorized at a lower amount than if their work was of primary focus and import. The range of reimbursement authorized per trip for this category is $100 to $1,500 total.

Research Travel
This category is inclusive of travel related to attendance at an especially pertinent conference, an invitation of special import, or travel to a library or research site. The range of reimbursement authorized per trip for this category is $100 to $800 total.
Restrictions
This initiative does not apply to instructional purposes (such as for a Hayward campus-based instructor’s travel to teach at Concord), travel with students, or travel related to an activity or program funded by student fees; grants; or other sponsored or externally funded programs. Additionally, the College reserves the right to decline requests that would result in instructional duties being unfulfilled during a critical time in the term or for an extended period of time.

Application
Eligible faculty may apply for consideration of funding under this initiative by completing a Request for Authorization of Travel (i.e. the travel form). Along with the travel form, applicants must include supporting documents that state the purpose of the trip and clearly verify the faculty member’s role as stated on the travel form. Examples of supporting documents include, but are not limited to, a letter of acceptance to present their work; letters of invitation; conference programs (preliminary or final); 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 sixty (60) 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 30, 2017

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).

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