



AY 20/21

TRAVEL during COVID

Travel for professional development **is suspended during COVID**. However, regular faculty may qualify for reimbursement for participation in the following online professional activities.

1. Registration for participation in online conferences or professional events that are relevant to the faculty members field of study.
2. Registration for participation in professional workshops.

NOTE:

1. Registration fees for participation in the above-named professional activities requires prior approval by the Associate Dean of Faculty Affairs. Prior to the date of travel, a Request for Authorization to Travel should be completed and sent as an email attachment to the Associate Dean of Faculty Affairs. Identify the cost of registration and include the name of the conference, event, or workshop on the form. The AD will sign, scan and return a copy of the form for your records. The approved form should be attached to the Certify reimbursement request.
2. Registration for a professional conference or event is distinct from membership in professional organizations. Membership fees are **not reimbursable**.

Contact the CLASS office if you have questions regarding travel in the time of COVID.



CLASS Faculty Travel Initiative

Eligibility

Funding for travel under this initiative is available to tenure-track and tenured faculty. Faculty in the FERP program and faculty who are primarily assigned to responsibilities outside the College are not eligible for this Travel Initiative. Faculty may apply for funding more than once however, applications after the first will receive lower priority and funding amount.

Reimbursement

In accordance with the IRS rules and the *CSU Travel Policy, Travel Procedures and Regulations*, 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

Scholarly Travel

Scholarly travel is inclusive of travel related to the 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 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.

The minimum and maximum reimbursement amount for authorized travel, domestic or international are:

- Minimum reimbursement: \$100
- Maximum reimbursement: \$1,500

Research Travel

Research Travel is for the purpose of travel related to attendance at an especially pertinent conference or travel to a library or research site. Travel in this category will be funded at an amount no greater than \$800 per trip. Funds for research travel are limited

Multiple Requests

Faculty are invited to submit a request for reimbursement for more than one trip to present scholarly research over the AY. However, additional requests will receive lower priority and approval will be subject to available funds.

Restrictions

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.

Application

Eligible faculty may apply for consideration of funding under this initiative by completing a [Request for Authorization of Travel](#). 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 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, of current year.

Questions?

Feel free to direct any questions regarding this policy to the Associate Dean for Faculty Affairs and Administration.