

CAL STATE EAST BAY

COLLEGE OF LETTERS,
ARTS, AND SOCIAL SCIENCES

Professional Development/Travel Funds Academic Year 2024-25

The College is committed to supporting the professional development of faculty to develop, establish, and share their academic research for critical inquiry.

While there are increasing costs associated with professional travel to conferences, the college's priority for faculty development shall focus on:

- Tenure-track faculty in years 1 through 5
- Tenure-track faculty in year 6 through 7
- Associate Professors
- Full Professors

Tenure-track faculty (untenured Assistant Professors) can request up to \$1000 and tenured faculty (Associate and Full Professors) can request up to \$500 per academic year to present their research or creative activity work (e.g., ART, THEA) at a professional conference. Unfortunately, funding is unavailable for faculty serving on committees, presiders on panels, or attending division/section meetings.

Please note the following charging procedures:

-- **Do not use** the CERF fund code **PL006**.

-- Use the chartfield (see below), and **include all three fields**: Account, Fund, and Deptid.

Professional Development							
• Faculty Travel for Research, Scholarship, and Creative Activities (RSCA)							
Account	Fund	Deptid	Program	Class	Project	CFS Title	Usage and Examples
606001	PR499	10xxx				Travel- <u>In</u> State	<u>In</u> -state travel expenses incurred by <u>faculty</u> , including flights, ground transportation, lodging, meals, parking and/or mileage.
606002	PR499	10xxx				Travel- <u>Out</u> of State	<u>Out</u> -of-state travel expenses incurred by <u>faculty</u> , including flights, ground transportation, lodging, meals, parking and/or mileage.
660009	PR499	10xxx				Training and Professional Dev	Faculty fees only: workshops, conferences and seminars. Travel charged to 606001 or 606002.
		e.g. 10750	for MUS				

Faculty should submit the Travel Pre-Authorization Form through Adobe Sign and also include as attachments:

- Confirmation of acceptance to present at the conference; and
- One paragraph abstract of research presentation;

All entries and receipts should be submitted through Certify immediately after the trip.

Reimbursements cannot be guaranteed if submitted 30 days after completing travel.

Travel beginning in May 2025 may be restricted to ensure expenses are posted in this fiscal year.