

Professional Development/Travel Funds Academic Year 2025-26

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 years 6 through 7
- Associate Professors
- Full Professors

Tenure-track faculty (untenured Assistant Professors) can request up to **\$1500**, and tenured faculty (Associate and Full Professors) can request up to **\$1000** per academic year to present their research or creative activity work (e.g., ART, THEA) at a professional conference. Unfortunately, funding is not available for FERP, serving on committees, presiding 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 four fields**: Account, Fund, DeptId, and Class

Account	Fund	DeptID	Program	Class	Project	CFS Title	Usage and Examples
606001	PR499	10100		Dxxxx		Travel-in State	In-state travel expenses incurred by faculty, including flights, ground transportation, lodging, meals, parking and/or mileage
606002	PR499	10100		Dxxxx		Travel-out of State	Out-of-state travel expenses incurred by faculty, including flights, ground transportation, lodging, meals, parking and/or mileage
660009	PR499	10100		Dxxxx		Training and Professional Dev	Faculty fees only: workshops, conferences and seminars. Travel charged to 606001 or 606002

e.g. D0175 for MUS

School of Education	606001	PR498	11700		Dxxxx	SoE: Travel-in State	In-state travel expenses incurred by faculty, including flights, ground transportation, lodging, meals, parking and/or mileage
	606002	PR498	11700		Dxxxx	SoE: Travel-out of State	Out-of-state travel expenses incurred by faculty, including flights, ground transportation, lodging, meals, parking and/or mileage
	660009	PR498	11700		Dxxxx	SoE: Training and Professional Dev	Faculty fees only: workshops, conferences and seminars. Travel charged to 606001 or 606002

e.g. D1750 for EDLD

Faculty should submit through Adobe Sign the Travel Pre-Authorization Form and include as attachments (CLASS signature authority is E. Nicdao; SoE signature authority is P. Winkelman):

- 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 2026 may be restricted to ensure expenses are posted in this fiscal year.