CAL STATE EAST BAY | COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES

# Professional Development/Travel Funds
# Academic Year 2026-27 (Fall through Summer semesters)

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 <u>not</u> available for FERP, serving on committees, presiding on panels, or attending division/section meetings. For eligibility questions: Jeff Reeder (GSE), Ethel Nicdao (all other departments).

Please note the following charging procedures
-- Use the chartfield (see below), and **include all <u>four</u> 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

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|---|---|---|---|---|---|---|---|---|
| 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 a travel request through Concur and include the following as attachments:

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

Submit receipts through Concur immediately after the trip. **Reimbursements may not 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.

**International Approval Process**

Risk Management has streamlined the international travel process.

All **International Travel Authorization Request (ITARs)** should be submitted using the official Adobe Sign workflow. This workflow reflects the President's delegation for approving Level 1 and Level 2 countries to Risk Management.

**When submitting:**

- Do **not** upload a PDF form into Adobe Sign for manual routing or signature collection. This could potentially delay the approval process.
- Instead, initiate the form directly through the designated Adobe Sign workflow. The workflow will automatically prompt you to include the correct approvers and route the form appropriately.

**Important:**

- **Do not add the President as a reviewer/approver on the ITAR**. Risk Management is automatically assigned as the final reviewer/approver of the ITAR.
- All ITARs must route through Risk Management, not the President's Office. Using the proper workflow ensures timely review, compliance, and appropriate risk assessment. Submissions that do not follow the workflow may be returned for correction. This process will also ensure that appropriate foreign travel insurance is purchased for the traveler.

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**How to Submit a Travel Authorization Request**

1. Log in to Adobe Sign.
2. From the home page, select **Start from Library**.
3. Select **Workflow** from the left-hand menu.
4. In the search bar, search for **"Travel Authorization Form."**
5. Select the **Travel Authorization Form – International**
6. Enter the appropriate required signers as prompted by the workflow. <u>Do not add the President as a signer on travel forms.</u>