

Arts & Sciences Council Committee on Faculty Research

Request for Professional Meeting/Conference Travel Funding

Effective December 2008, maximum reimbursement per fiscal year (July 1 through June 30) for up to two trips (foreign or domestic) is \$1000.

Funding requests and approval must be made no later than 5 days prior to the meeting.

WHO IS ELIGIBLE? Duke regular rank faculty with primary appointments in departments or programs in the School of Arts and Sciences are eligible to submit applications. This group of faculty has voting privileges in Academic Council elections and includes faculty in the tenure and tenure-track ranks, full-time Lecturers, Professors of the Practice, and Research Professors. Non-regular rank faculty and Emeriti are not eligible. Faculty with A&S research funds or available start-up funds are not eligible.

Request for Funding must be submitted to Maryscot Mullins, 109 Allen Building, on the form provided, no later than 5 days prior to the meeting or conference. No exceptions are made to this rule. Request will be approved or denied (in case the faculty member is not eligible, does not provide valid documentation, or has used up his or her reimbursable amount for the current fiscal year) promptly.

Initial Documentation may be a copy of a letter of invitation to participate in an event, a letter or email message accepting your volunteered participation, or a copy of the program page on which you are listed. If you have not initially submitted a copy of the program page listing your name, submit this along with your Travel Expense Voucher on your return.

Participation is defined as: presenting a paper; serving as a paper discussant, giving an invited address at a plenary session; receiving an official award; or serving as an elected or appointed officer of the sponsoring organization. Panel/session chairs will not receive funding.

Reimbursable expenses: meals for the faculty member only (receipts or meal logs **must** be included), lodging, transportation, parking and registration fees. Reimbursement for the use of a private vehicle is limited to the actual mileage at the current rate from Durham to the meeting site, not to exceed the equivalent tourist airfare. Purchase of tapes, postage, copies, booklets or software is not reimbursable.

Procurement cards may be used. However, travel-related charges to procurement cards will not be reimbursed out of Professional Meeting Conference Travel Funding if the request for funding has not been made and approved in advance of the charge. The department must submit a copy of the procurement transaction to the ASCFR Office before clearing transactions in PARIS.

Travel Expense Vouchers can be found in your department's administrative office. They must be filled out completely and have an approval signature from the ASCFR office for reimbursement. Receipts, etc. should be submitted **within 60 days** following the meeting, if possible. **No extensions will be granted past June 30.**

If you have any questions concerning Duke ASCFR Professional Travel Support or reimbursement, please contact Maryscot Mullins in the ASCFR Office in 109 Allen: phone: 668-2755; or e-mail: mmullins@duke.edu

Revised June 2009