Policy: Spending Guidelines and Funding Requests, updated March 2012

Summary:
Professional Development, Travel, Field Trips, Course Materials and Personal Absences for Faculty and Staff

Introduction

The School understands that faculty and staff may require additional funding for a broad range of purposes. The objectives of this document are to streamline the process for requesting funding and provide a standard for spending the School’s funds.

The School promotes the professional development activities of our full-time regular employees; such efforts are critical to our remaining a forward-looking educational venue. The school wishes to provide reasonable support to faculty and staff in their professional development endeavors. Oftentimes such efforts involve considerable costs for travel or fees. While such discretionary support is ultimately contingent upon the overall availability of general funds within the school, the school’s administration puts a priority on this form of faculty and staff support.

The school also understands that some courses may require funding for materials, supplies, field trips and site visits. The school wishes to provide funding for these endeavors when/if they support the mission, goals and/or objectives of the course, School and University.

1. Prior Approval: Approval from the dean's office should be sought for all requests for additional funding to ensure proper reimbursement and recognition (for merit raises, for instance). Only with prior written approval from the dean's office can funds be disbursed. Priority will be given to requests submitted at least six weeks in advance. Requests submitted less than four weeks in advance may not be considered for approval. Faculty will not be reimbursed for travel that has not been approved by the aforementioned deadline. Reservations must be made a minimum of three weeks in advance of the travel. An approval form is appended to this policy. This form should be filled out in full prior to speaking with the dean's office regarding the request. Faculty and staff are responsible for their own travel arrangements; the dean's office does NOT perform those services.

2. Alternate Arrangements and Notification of Other Affected Parties: Faculty and staff are generally considered excused from their normal duties to pursue approved professional development work. The faculty or staff member, however, must insure coverage of their area of responsibility during their absence from campus. This is particularly critical in the case of regularly scheduled course meetings. Ultimately, it is the responsibility of the individual faculty member to make sure that alternate arrangements are in place for covering their coursework and to insure that all students, co-instructors and coordinators are aware of the absence.

3. Restrictions on Advances: There is no assumption of travel advances or other payment advances for professional development activities. While advances are understandably convenient for the traveler, the administrative burden of processing such advances is high. Advances will only be approved by the dean's office under extraordinary circumstances, and even then are subject to stringent university policies and limits.

4. Staff Equivalency: As with faculty, the school encourages its staff members to explore options for professional development, including professional conferences in the area of the staff person's expertise, workshops that would increase a staff person's skills, and other legitimate areas of study/exporation. The degree/level of compensation available for staff is determined in the same way as for faculty; no greater preference is given to either faculty or staff development efforts.

5. Number of Trips Covered: The amount of professional development opportunities that the school will support is contingent upon overall availability of general funds within the school.

6. Consideration: For faculty going to professional meetings (conferences, symposiums, colloquiums, etc.), there is an assumption that the person's involvement will exceed the level of mere attendance. Presentations or other participations involving peer-review or direct invitation (moderatorship, panel participation, etc.) will be accorded the highest priority for reimbursement. Compensation for mere attendance at meetings will only be
considered if school funds are ample. For faculty, the greatest priority will be given to involvements that can directly contribute toward tenure or promotion. If school funds become limited, in the case of faculty the priority will be given to the applications of tenure-track faculty members.

7. **Personal Absence:** Any absences from campus for reasons other than professional development must be approved by the faculty or staff members’ immediate supervisor (Faculty: Associate Deans; Staff: Assistant Deans). Such requests can be sent via e-mail. Approval is not granted unless you have received an e-mail confirmation. As with professional travel, it remains the faculty or staff member's responsibility to ensure that all missed courses/duties are covered and that all affected parties are fully informed. Please include such information and/or coverage plans in your request.

8. **Study Abroad:** School employees also travel extensively in support of our study abroad programs. That type of travel is not counted under this policy, but rather is a part of the school’s study abroad financial accounts. A different application is required in those cases. See the Assistant Dean for Special Projects and Facilities.

9. **Field Trips, Special Events and Course Materials:** All faculty expenses for travel for field trips and additional materials will be considered on a case by case basis. Itemized receipts must be included that detail the items purchased, taxes, fees, tips, etc.; stand-alone credit card receipts and statements will not be accepted. The Assistant Deans advise faculty members on course field trips and receive any funds from participating students. Faculty members are not to handle student funds under any circumstances. Beer, Wine and Alcohol are not approved expenses unless otherwise specified or approved.

10. **General guidelines for compensation:**

Travelers should make every reasonable effort to contain costs. These efforts should include making timely reservations, requesting applicable participant discounts, conducting research on alternate lodging opportunities requiring the use of a rental car, making an exhaustive flight search, use of alternate airports, the consideration of off-hours/weekend travel, and so forth.

The following restrictions and limits apply to all general spending and funding requests.

10.1. Amounts that exceed the limits will not be covered by the School.
10.2. For general and professional development travel: **meals and other incidentals will not be covered or reimbursed by the School.** In certain instances meals and other incidentals are allowed, but must be coordinated and approved with the Office of the Dean via the funding request form.
10.3. Itemized receipts must be included that detail the items purchased, taxes, fees, tips, etc.; stand-alone credit card receipts and statements will not be accepted.
10.4. Taxes, fees and all other expenses should be included in limits.
10.5. The limit maximum amounts will only be reimbursed or covered if the original receipts meets or exceeds the limits; otherwise the receipt amounts are covered or reimbursed.
10.6. The amounts are not transferable between spending categories, if an individual saves in one category, it does not provide the ability to spend the balance in a different category.

10.7. **Limits**

**Roundtrip Airfair Spending Limits** (including taxes, fees and any other associated expense):
- Domestic Flights: $550
- European Flights: $1200
- Other International Flights: $1800

**Lodging, Hotel, Accomodations Spending Limits** (including taxes, fees and any other associated expense):
- Minor U.S. City (population under 2 million): $150/night
- Major U.S. City (population over 2 million): $200/night
- International City: $250/night
11. **Incidental Transportation Allowance:** Every effort should be made to reduce the overall cost of travel, this includes taking cost-effective transportation options when possible (i.e.: public transportation). However, the School understands that this is always a practical option and provides for a $150 allowance for incidental transportation costs. The allowance is mainly for transportation costs to and from airports, rail stations, etc.

12. **Additional costs details and limits:**

   - **Conference fees:** covered
   - **Rail:** limited coverage
   - **Rental Car (incl. Gas, Tolls, Parking Fees):** covered if staying remote from venue/conference as a cost-saving measure
   - **Personal Car Mileage & Expenses:** case by case
   - **In-room entertainment or mini-bar:** not covered
   - **Incidentals:** not covered
   - **Workshop tuitions or related costs:** covered
   - **Awards events/dinners/luncheons:** generally covered if receiving an award or other recognition, or participating as part of the program of events or on the jury

13. **Process for Reimbursements:** The process for requesting reimbursement will depend upon the type of expense. There is one procedure for processing travel reimbursements and another procedure for processing and/or reporting other reimbursements or expenses. Please ensure that all calculations are correct and that all forms are signed. **Original and itemized receipts** must be included with all reimbursement forms.

   - **13.1. Travel Reimbursements**
     - **13.1.1.** A copy of the original *funding request form* should be included.
     - **13.1.2.** A *travel expense form* must be completed. The form can be found under the Faculty tab on the CUArch website.
     - **13.1.3.** Reimbursements are processed within 1-3 weeks from the date of submission.

   - **13.2. Non-Travel Reimbursements (course materials, graphics, printing, etc.)**
     - **13.2.1.** A copy of the original *funding request form* should be included.
     - **13.2.2.** A *direct payment form* must be completed. The form can be found under the Faculty tab on the CUArch website.
     - **13.2.3.** Reimbursements are processed within 1-3 weeks from the date of submission.

**Note:** Requests for the approval of reimbursements are submitted directly to the Assistant to the Dean in person or the form and supporting documentation can be emailed as attachments to Dudley@cua.edu; requests for absence from class or other duties for personal reasons are made directly to the faculty or staff member’s immediate supervisor. **Do not contact or e-mail the Dean directly on any of these requests.**