

**FACULTY PROFESSIONAL TRAVEL POLICY and PROCEDURE**

The following policy and procedure has been established to ensure that faculty can be reimbursed for professional travel expenses by adhering to Kent State University policies. It applies to all Ashtabula Campus full-time TT and NTT Faculty. This policy will be administered by the Faculty Council Chair and the Assistant Dean’s office. It has been approved by the Faculty Council.

REIMBURSEMENT POLICY GUIDELINES

* An amount up to or equal to $300 per full-time faculty member will be budgeted annually for Faculty Professional Travel.
* A maximum of $1,000 per faculty member per fiscal year (July 1 through June 30) will be reimbursed. **Actual** **reimbursements will be determined by the number of requests. Funding is not guaranteed as requests may exceed the pool of funds available**.
* The following parameters have been established for reimbursement of professional

Travel/Professional Development activities:

1. Presentation of paper or poster . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .up to 90%\*
2. Attendance only . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . up to 75%\*
3. Online CEU course cost. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .up to 75%
4. Seminars on CD ROM . . . . . . . . . . . . . . . . . .not to exceed 75% of “attending” rate
* Poster production and publication costs are NOT reimbursable.
* Faculty Professional Travel reimbursements will be reviewed and approved (based on funding availability) on a quarterly basis (March, June, September and December).

PRIOR TO TRAVEL

* A *Faculty Absence Authorization/Expenditure Estimate* form, available in the Assistant Dean’s office or online at: <http://www.kent.edu/ashtabula/faculty-resources> **must** be completed and submitted to the Assistant Dean’s office **prior** to travel. This is the only documentation that shows you are on University business.
* The traveler completes Sections 1 and 2; please be thorough. Include the dates of absence, the name of the conference or program, a copy of the program brochure or a link to the conference webpage and an estimation of all travel-related expenditures. The University’s travel policy, current mileage and per diem rates (for completing the expenditure estimate) can be found at [www.kent.edu/procurement](http://www.kent.edu/procurement), click on *Travel.*
* The title of your paper/presentation, if you are giving one, should be provided. In
addition, information regarding the benefits of your participation/attendance
is to be included. This information can be provided on a separate attachment.
* Additional funding sources, if applicable, should be indicated. Possible funding
sources include UTC, Research Council and the Professional Development
Center.

**ONLINE SUBMISSION OF EXPENSE REIMBURSEMENTS**

* Upon completion of travel, an online Expense Reimbursement request must be completed by the traveler or designee. This online application is available via **Flashline**, in the Travel and Expense Reimbursement channel under the **My HR** tab.
* For online courses or seminars on CD, please see Business Office for guidance.
* Enter the required information for each expense item. Per Diem amounts will be calculated based on the destination city**.**
* When the Expense Reimbursement is complete please click on “Send to Reviewer” and choose **Jodi Nieves**.
* **ORIGINAL, DETAILED** receipts for expenditures must be forwarded to the Business Office along with a printed copy of the reimbursement request.
* **University Auditing requires that a copy of the conference program/brochure/ webpage detailing what is included in the fees be submitted with the reimbursement request**.
* The Faculty Professional Travel Expense Reimbursement requests will be verified against the original receipts and approvals processed based on the submission schedule (Mar, June, Sept, Dec) provided funding is available.