

Humanities and Natural Sciences College Assembly

Thursday, February 20, 2014

Bobet Hall Room 332

12:30 p.m. - 1:50 p.m.

AGENDA

I. Call to Order

II. Invocation

III. Approval of Minutes

January 30, 2014

IV. Announcements

V. Reports

- 1.) Al Alcazar – Report on Twomey Center
- 2.) Thom Spence and Brad Petitfils – Student Surveys
- 3.) Maria Calzada - Enrollment and Admissions Applications Update

VI. Old Business

1.) Professor Beard made a motion that Randy Laumann's Print Services not be moved to the Danna Center basement but instead be allowed to stay in Monroe Hall or in the Communications/Music Complex. The motion was seconded.

VII. New Business

1.) Motion from Joelle Underwood -The faculty of the College of Humanities and Natural Sciences expresses its gratitude to the faculty and staff who have departed the university through the recent Voluntary Severance Plan and the Reduction in Force. We thank them for their many years of hard work, service, and other incalculable contributions to our college and the greater Loyola University New Orleans community.

- 2.) Proposed changes to the College Handbook: Travel Guidelines (attached)

Handbook of the College of Humanities and Natural Sciences

Travel Guidelines

The principal purpose of faculty travel is the promotion of faculty research and the Travel Policy shall be designed to ensure this purpose. Every academic year, no later than August 15th, the Dean of the College of Humanities and Natural Sciences will make public an updated Travel Policy for the College.

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PROCEDURES

The Travel Policy and a Travel Request form will be posted in the College Intranet. Faculty should fill out the Travel Request form and turn it to the Dean, who will approve requests based on faculty eligibility, College priorities, and fund availability. The Dean will work with the College Planning Team and the Council of Chairs to update College travel priorities for the next academic year each spring semester. The faculty member will be notified as soon as possible of the decision regarding the request.

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Financial Affairs publishes policies and guidelines regarding per diems, car mileage, unallowable travel expenses, appropriate procedures for cash advances and travel expense reporting, and other travel related information. It is the responsibility of the faculty member to review these policies, guidelines and procedures and to comply with them.

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QUALIFYING EXPENSES

Reimbursement for travel expenditures will be made only if such expenditures have been specifically authorized. Reimbursements will be made only up to the amount so authorized.

ADVANCES

Advance funds (cash advances) may be requested for qualified travel. University policy for cash advances is published in the Financial Affairs webpage, including timing for submission of proper documentation (expense statement) after the travel has taken place. Faculty are responsible for understanding and implementing the Financial Affairs policy as failure to do so may result in the cash advance being included in the recipient's W-2 form and reported as income to the IRS.

Unused funds are to be returned to the College with the expense statement.

EXPENSE STATEMENT

An expense statement (available in the Financial Affairs webpage and the College Intranet) must be submitted to substantiate all travel expenditures. The statement must be submitted to the Dean's Office no later than five working days after the event for which funds were committed. It is essential that paid, original receipts be attached for items above a certain amount, which is determined by Financial Affairs. Financial Affairs has strict policies on how receipts are submitted. Department administrative assistants are responsible for helping faculty expedite their travel expense reports. If the submitted travel expense form does not meet the Financial Affairs published guidelines, it will be returned for correction. Receipts must be received within a certain time frame (published by Financial Affairs) in order for reimbursements to be processed and to avoid the inclusion of the reimbursed amount (or cash advance) in the recipient's W-2 form and reporting to the IRS as income. It is possible to submit more than one travel expense statement for the same trip, e.g. if the plane ticket was purchased well in advance of the trip, an expense statement may have to be submitted for this expense before the actual trip in order to avoid W-2 reporting. Questions regarding the completion of the travel expense statement should be directed to the Dean's Office.

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