

## **Policy on Faculty Travel Expenses for CAS AY 2018-2019**

### **August 2018**

- Conference travel funding for tenure-track faculty with paper presentations are approved and funded through the College of Arts and Sciences Dean's Office. The travel request form can be found on the following intranet link: [Travel Request Form](#)
- There will be an initial deadline of September 30<sup>th</sup>, 2018 where tenure-track faculty can request funds of up to \$1,500. A conference presentation will be required for funding. Eligible travel requests will be reviewed and approved, while funding is available.
- After the September 30<sup>th</sup>, 2018 deadline and while funding is available, tenure-track faculty can continue to request conference funding.
- Since travel funds often are depleted early, it is recommended that faculty make early conference plans, including estimates for all costs and a personal commitment to present at the conference. Travel requests can be amended as issues are clarified.
- Tenured faculty and full-time extraordinary faculty are eligible for the [James C. Carter, S.J. Faculty Fellowship Program](#).
- Endowed Professors/Chairs with drawdowns/funds in their accounts are not eligible for dean's office travel funding.
- All international travel must be approved by the Provost.
- If your conference travel plans are cancelled, please inform the dean's office as soon as possible so that funds can be reverted back to the travel pool.
- Completed travel expense statements must be submitted to the dean's office upon return. 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 guidelines, it will be returned for correction. Travel advances must be accounted for within 10 working days after the expense has been paid. Receipts must be received by the dean's office within 60 days of purchase to ensure refunds. Financial Affairs Policies on travel can be found on the following links:  
<http://finance.loyno.edu/financial-affairs/travel>  
<http://finance.loyno.edu/financial-affairs/cash-advances>