



5500 NORTH ST. LOUIS AVENUE
CHICAGO, ILLINOIS 60625-4699

OFFICE OF ACADEMIC AFFAIRS

TO: Tenured/Tenure Track Faculty

FROM: Lawrence P. Frank
Provost

A handwritten signature in black ink, appearing to read 'L. Frank', written over the printed name of Lawrence P. Frank.

DATE: March 30, 2011

RE: **General Travel Fund**

The General Travel Fund Committee will reconvene at the end of May 2011 to consider professional travel requests for the period between July 1 and October 31, 2011. Please submit your application and documentation to your department chair by May 4, 2011. The department chairs will transmit the applications to the deans by May 9, and the deans will submit prioritized applications to my office for forwarding to the General Travel Fund Committee by May 13.

General Travel Award funding is highly competitive. Many more applications are received than are funds available. Only invited or refereed presentations of original research/creative work will be considered for General Travel Fund awards. Awards will be made based upon the rankings and recommendations of the chairs, deans, and the General Travel Fund Committee; the prestige of the conference or venue of the presentation; and the quality of the paper/abstract submitted.

All applicants must submit a short vitae with the attached application form. In addition, if the request is for the presentation of a paper, a 500-word abstract or copy of the paper (for international travel) must accompany the funding request. Please forward this information to Danielle Hernandez along with your completed application electronically to dh-hernandez@neiu.edu. Also submit your packet in hard copy, as original signatures will need to be obtained. For other presentations of original research/creative work, including posters, a complete description of the work to be presented must be included in the application. A copy of the paper/work's acceptance or program listing your participation must be included to complete the application. If an acceptance/program is not available at the time of application, the application will be ranked with the other applications, but an award cannot be made until an acceptance/program documenting participation has been received by the Provost. All General Travel requests must be included in the rankings submitted by the deans to the Provost in order to be considered for an award. No applications will be accepted on an individual basis. Please do not submit a travel authorization form until you have been notified that you are the recipient of an award. When you submit an encumbrance, it must be signed by the Department Chair and Dean and submitted to my office.

c: Deans
Department Chairs
Roger Reinsch, Committee Chair

2011-2012 FACULTY TRAVEL POLICY

A. Travel Authorization

Travel for professional purposes is an integral part of university operations. Representation at professional meetings enhances name recognition for Northeastern, contributes to effective recruitment of new faculty, and most importantly, enables faculty and departments to stay apprised of contemporary issues and trends in their fields, thereby enriching instruction and research. Approval of travel requests and awards of travel money will be administered in the most equitable manner possible throughout the colleges.

When classes are in session, all professional travel plans must be reviewed and recommended by the department chair to the dean. International travel also requires the approval of the Provost and President. Travel authorization forms must be filed for all professional travel if the faculty member is on the university payroll or if travel funds are requested and the individual is recessed.

B. Departmental Travel

Each year, each academic department will receive a small appropriation to support administrative operations and limited representation of the department/university at the major disciplinary association (or other professional) meeting(s) in that year. Departments may expend this money in accordance with their own priorities; however, it is expected that a) those who receive support will report back to the department on the substance of the meeting(s), and b) if the department is recruiting new faculty, the participant(s) will contribute to this end. Funds not expended for departmental business may be used to support individual travel, or will lapse into the General Travel Fund by May 1.

C. Individual Travel

Travel money to support individual professional contributions and conference attendance will be available from three sources.

- (1) Each department budget will receive an appropriation to meet faculty needs in accordance with the guidelines in parts D and E below. Funds that are not expended or encumbered by May 1 will lapse into the General Travel Fund.
- (2) The deans in Arts & Sciences, Business & Management, and Education will each receive funds to meet their own needs for travel and to supplement individual faculty travel on an emergency basis.
- (3) A General Travel Fund will be set in FY 2012 to meet needs beyond the appropriations to the departments and deans.

D. General Travel Fund

In September, January, and April, academic departments are invited to submit a list of prioritized travel needs for the current year to the deans, for review and transmittal to the Provost, using the attached format. **All General Travel requests must be included in the rankings submitted by the deans to the Provost in order to be considered for an award.**

No applications will be accepted on an individual basis. Travel awards will be made by the Provost after committee review of the requests, and will be subject to the availability of funds. The Travel Committee is composed of one faculty member from each of the three colleges, appointed by the Dean and the Provost or her designee. Each member serves a two-year, renewable term.

NOTES: Applications for research-related travel should be routed to the Committee on Organized Research (COR) or the NEIU Foundation Grant program, rather than to the General Travel Fund.

- (1) General Travel Award funding is highly competitive. Many more applications are received than are funds available. **Only invited or refereed presentations of original research/creative work will be considered for General Travel Fund awards.** The General Travel Committee will base awards in light of the rankings and recommendations of the chairs, and the deans; the prestige of the conference or venue of the presentation; and the quality of the paper/abstract submitted.
- (2) All applicants must submit a short vitae with the attached application form. In addition, if the request is for the presentation of a paper, a 500-word abstract or copy of the paper must accompany the funding request. Please remember that the readers of the applications represent several disciplines and are not specialists in the field of each applicant. Applications, therefore, should clearly explain the nature and significance of their projects. For other presentations of original research/creative work, including posters, a complete description of the work to be presented must be included in the application. A copy of the paper/work's acceptance or program listing your participation must be included to complete the application. If an acceptance/program is not available at the time of application, the application will be ranked with the other applications, but an award cannot be made until an acceptance/program documenting participation has been received by the Provost.
- (3) A faculty member is eligible for one General Travel Fund award per fiscal year. Requests must be submitted before the date of the proposed travel.
- (4) Approximately one-half of the General Travel Fund budget will be earmarked for the period July 1 to December 31. The balance will be used for funding requests for the period January 1 to June 30.
- (5) **The General Travel Fund cannot support registration fees.**
- (6) All applications and required documentation must be submitted on the General Travel fund request form.
- (7) When an invited presentation or contribution involves international travel, the percentage of allowable reimbursement is 90% up to a maximum of \$1,000 and five nights. Such requests must be accompanied by endorsements from the department and the dean, and must be submitted to the Provost for approval by the President one month before proposed travel.

E. Travel Reimbursement Levels

Category	Purpose	% Allowable Reimbursement	FY 2012 To a Maximum of
1	Departmental business	100%	---
2	Presentation of original research/creative work (including papers, posters)	90%	\$600
3.	Panelist/discussant	75%	\$500
4	Leadership role in organization		
5	Attendance for professional enrichment	60%	\$400

- NOTES:**
- (i) For each category, the amount will be determined by applying the designated percent of allowable reimbursement to actual costs. This amount cannot exceed the dollar maximum for the category.
 - (ii) Only Category 2 requests are eligible for funding through the General Travel Fund.

F. The following guidelines will be used in administering the policy.

- All department travel awards will be made in accordance with the Travel Policy Reimbursement Levels in Part E. If a department chooses not to follow these levels, the members of the department will not be eligible to apply for General Travel Fund consideration.
- Travel encumbrance forms must be submitted to the Office of Academic Affairs upon notification of receipt of travel award.
- All travel vouchers for General Travel Fund reimbursements must be accompanied by documentation, signed by the department chair and the dean, and submitted to the Office of Academic Affairs. Customary university regulations apply.
- Reimbursements are for travel, lodging (maximum 3 nights domestic), and per diem expenses (maximum 4 days domestic). Reimbursement for registration fees is permissible out of **department contractual funds** only.
- Only one reimbursement per presentation can be made. Multiple authors may share the reimbursement. General Travel Fund awards may not be supplemented by department or other university funds.
- No transfers may be made into or out of department travel lines, except by approval of the Provost.