

January 21, 2009

## **Procedures and Guidelines for Requesting/Awarding Supplemental Travel Request Funds**

### Introduction

These procedures and guidelines are intended to assist department chairpersons and P&B committees make decisions about awarding travel funds provided by OAA. These funds may be used to supplement the standard travel funds provided for faculty by the PSC-CUNY contract.

### Procedures:

1. The faculty member submits a request to his/her department P & B for travel funds along with verification of acceptance of a conference presentation/participation.
2. The department allocates PSC-CUNY funds for the presentation first and then considers awarding supplement funds to offset travel costs to the faculty member. Faculty are expected to retain all travel expense receipts/presentation documentation in accordance with the University's travel reimbursement policy.
3. Department P&B recommendations will be presented to the CWP&B by the department chairperson for review and recommendation to OAA.

### Guidelines:

1. All teaching and non-teaching faculty are eligible to apply for these supplementary funds. Awards will be determined by the department P & B and its review will be guided by the mission, goals, and objectives of their department and the college.
2. The faculty member requesting supplemental funds will be a consistent contributor to department and college activities, and satisfy criteria established by the department as part of its guidelines for reappointment, tenure, and promotion. Tenured faculty will be held to comparable standards to be determined by the department.
3. First priority will be given to faculty who are making a presentation related to their field/discipline, assigned department or college responsibilities or service to the department or college, and which adds value to the discipline and/or college.
4. A second priority will be a faculty member's participation in a conference that is directly linked to department or program mission, goals, and objectives.