

TO: All Full-Time Faculty

FROM: Tracy M. Stewart, Ph.D.
Interim Provost/Senior Vice President for Academic Affairs

DATE: August 25, 2025

SUBJECT: Guidelines & Faculty Travel Applications

1. Student, faculty and staff travel will be governed by any university and government restrictions on travel.
2. Subject to available funds, 100% funding (within university travel guidelines) is ordinarily provided for presenting a paper, poster or workshop at a professional meeting or conference in person or virtually. Note: Normally, full funding will be limited to two co-authors. Requests for exceptions must be accompanied by documentation and justification.
3. The following activities will ordinarily, subject to available funds, be funded at 75%: chairing a session, serving as a discussant, or serving as current officer.
4. The University also encourages faculty travel to professional meetings, even though one is not presenting a paper or poster (as defined by the above categories). Travel for such purposes is usually funded at 50%.
5. Part-time faculty are not eligible.
6. The limit for travel under this program will be **\$2,000.00** per faculty person for the 2025/26 fiscal year (June 1 through May 31). **Unused money from one fiscal year cannot be used in a subsequent fiscal year.**
7. Faculty must fill out a travel application completely, remembering to include the following:
 - a. Detailed and justified budget, including a total amount requested;
 - b. Chairperson's signature;
 - c. Back-up material (if available at time of application; if not, send application on time without material and forward them later);
 - d. Confirmation that one's paper or poster has been accepted is necessary for approval. Failure to submit documentation of paper acceptance and conference fee will result in the return of the incomplete application to the applicant.
 - e. Highlight on the program the relevant information regarding your participation.
8. Faculty are encouraged to look for the lowest rates for airfare, lodging and registration.

9. Please submit completed applications and registration to the Provost's Office no later than the Second Thursday of each month. If received after the due date, your application will not be considered until the following month's review.
10. **Faculty members who decide NOT to attend the conference or seminar after funds have been approved should notify the Provost in writing.**
11. **Applications submitted after the travel has taken place will be given the lowest priority and may receive no funding at all.**
12. Applicants are reminded that the Faculty Travel provisions of the University Travel Policy apply to faculty travel. All expenses are paid by the Travel Applicant and submitted for reimbursement, subject to the approval of the Travel Committee. For questions, please refer to the University Travel Policy on your My.Scranton page under financial links.

Revised August 2025

APPLICATION FOR PROFESSIONAL TRAVEL
Approved through Faculty Travel Committee
Please submit this original & documentation to the Provost's Office

Name: _____ Date: _____
Department: _____ Office Phone Number _____
Sponsoring Organization: _____
Location of Mtg./Conf: _____ Date(s) of Mtg./Conf.: _____
Paper/Poster Title _____
Scope of Meeting/Conference (please check): ☐ International ☐ National ☐ Regional ☐ State ☐ Area

Please indicate briefly the nature of the meeting/conference:

Purpose for attending the Mtg./Conf. (please check & attach appropriate documentation)

- | | |
|---|--|
| 1. ☐ Presenting a paper or poster 100% | 2. ☐ Other presentations (Specify) 75% |
| 3. ☐ Chairing a session 75% | 4. ☐ Discussant 75% |
| 5. ☐ Serving as an officer 75% | 6. ☐ General professional development 50% |
| | (no formal involvement in meeting) |

NOTE: Appropriate Documentation such as Paper Acceptance, Proof of involvement in Meeting, or serving as discussant is needed to process your application.

Anticipated Expenses

Lodging: No. of nights x rate = _____ Cost: \$ _____

Meals: *see below x _____ days = _____ Cost: \$ _____

*Per Diem Rates are determined by going to www.gsa.gov

Personal car (mileage x .70) _____ Cost: \$ _____

Air fare _____ Cost: \$ _____

Other (specify) _____ Cost: \$ _____

Conference Registration Fees: (Normally, Late Fees will not be paid) Cost: \$ _____

Misc. Expenses: Limited to \$10.00/day (Itemize on your expense report) Cost: \$ _____

NOTE: Maximum \$2,000 for fiscal year 2025-26. **Total: \$ _____**

NOTE: Attach documentation showing Conference Registration Fees.
Costs of association dues, conference proceedings and Workshop fees are not reimbursable.

Checklist for Approval

- ☐ Documentation of paper acceptance etc. attached.
☐ Documentation of conference fee attached.

Signature of Applicant: _____

Endorsement: _____

(Department Chairperson, or Dean if applicant is Dept. Chair)

If you do not endorse, please indicate why.

ACTION OF TRAVEL COMMITTEE

Amount Approved: _____ Budget no. to be used: _____

Date: _____ Provost/VPAA Approval _____