POLICY: College of Education – Faculty Travel Program

Last Updated: August 1, 2013

The College of Education provides supplemental support for faculty travel for the purpose of professional development and the acquisition of grants and contracts for faculty with no other sources of travel funding. This policy applies to one trip for each year between September 1 and August 31 of the following year.

The maximum reimbursement for this one trip is $1,100 including registration and any other prepaid or direct billed expenses. The COE Faculty Travel Program is intended to provide supplemental support. It is unique and generous at UMSL. In most cases, this supplemental support will not reimburse the faculty member for the entire cost of the travel.

All faculty travel must comply with related University policies, including:

- Academic Affairs: Faculty Absence During a Semester viewable at [http://www.umsl.edu/services/academic/policy/faculty-absence.html](http://www.umsl.edu/services/academic/policy/faculty-absence.html)

Faculty members with funding available from other sources, such as grants, endowments, gifts, center funds, campus funds, faculty Grant Incentive Funds, etc. must exhaust those funds before applying for the College of Education resources to support professional developmental travel.

This policy does not apply to travel undertaken at the specific written request of the Dean as an institutional representative of the College of Education to those organizations in which we have institutional membership (i.e., AACTE, MACTE, etc.). Institutional representatives to such events will be reimbursed in full for all allowable expenses. Only the Dean has the authority to designate institutional representatives. Include the Dean’s written invitation as backup to the Travel and Expense reimbursement submission in Peoplesoft.

PARTICIPATION

This policy applies to full-time tenure, tenure-track and non-tenured faculty including those holding paid joint appointments with the College of Education.

Endowed professors, academic appointments supported substantially by external grant or gift funding, affiliate appointments, adjuncts and non-employees with courtesy appointments in the College of Education are excluded.
Travel under the COE Faculty Travel Program must be requested using the COE Travel Requisition Form, supported by the Department Chair and approved by the Dean at least 30 days prior to the first day of travel.

All requests for reimbursement must be submitted on-line through the Peoplesoft Travel and Expense no later than 60 calendar days after the last day of travel.

This policy does not apply to travel funded by gifts or grants. However, individual Department Chairs and/or Principal Investigators may require use of the Travel Requisition Form to internally monitor such travel. In these cases, review by the Dean is

MAXIMUM REIMBURSEMENT

The maximum reimbursement for this one trip is $1,100 including registration and any other prepaid or direct billed expenses. Any expenses direct billed to the University or supported by a Procurement Card must be identified by the faculty member. These expenses are included when computing the maximum reimbursement.

UM TRAVEL POLICY HIGHLIGHTS

All travel is subject to the regulations of the University of Missouri System, the UM – St. Louis and the College of Education.

While not all inclusive, a few highlights of the travel policy follow.

MEALS: Meals are reimbursed at Per Diem rates. Meal receipts for the individual are not required for reimbursement. The COE Faculty Travel funding cannot be used to support group meals or guests of the faculty member.

REGISTRATION: On site and late registrations will be reimbursed only at the level of the early registration cost. Written evidence of the early registration cost is required for reimbursement. It may be possible to have registration charged directly to the UMSL through the use of the ProCard. Check with your Department support staff. Direct billing of registration is considered part of the reimbursement maximum.

RENTAL CARS: The UM System now has a contract with Enterprise Car Rental. Airport transfers, cab fares, and public transportation are all reimbursable. By UM policy, the cost of Collision Damage Waiver (CDW) coverage cannot be reimbursed.

PERSONAL CARS: Use of personal vehicle for business will be reimbursed based on the approved map mileage of the most direct route at the UMSL mileage reimbursement rate, plus any costs of parking and tolls. In the event of an accident, the University's coverage is secondary to the coverage of the owner/employee. The University will not be responsible for damage to personally owned vehicles used in business. If a personal vehicle is used for
business travel outside Missouri, the total of mileage reimbursement, meals, and lodging on route will be reimbursed up to but not to exceed the rate of the lowest available commercial air fare.

AIRLINES: Faculty are encouraged to secure the lowest available advance purchase airfare. First class airfare, charges for flight changes and multiple stops will not be reimbursed unless done so for the convenience of the UMSL. It may be possible to have the airfare charged directly to the UMSL through the use of the ProCard. Check with your Department support staff. Direct billing of airfare is considered part of the reimbursement maximum.

HOTELS: Faculty are encouraged to secure the best rates for hotel rooms using conference rates. Internet accessibility charges are reimbursable. Upgraded rooms are not reimbursable.

OTHER: Cab fares, shuttle buses, and other forms of public transit will be reimbursed with proper documentation.

AUDIO-VISUAL SERVICES: Audio-visual services used in scholarly presentations will be reimbursed at actual cost up to a maximum of $75.00 and is a part of the reimbursement maximum.

AIRPORT PARKING: When traveling by air, faculty should park on UMSL North campus in the designated area (check with UMSL Police) and take Metro Link to the airport. If it is absolutely necessary to use airport parking, reimbursement will be at the long-term parking rate.