

August 19, 2008

**MEMO TO:** Members of the Faculty

**FROM:** Karl Schonberg  
Associate Dean for Faculty Affairs

**RE:** Travel to Professional Meetings

Institutional policy at St. Lawrence University recognizes the importance of professional meetings in the development of faculty members as scholars and teachers.

**Faculty Travel Guidelines:**

**Travel to present:** Funding will cover all reasonable expenses for transportation, lodging, food and conference fees for those presenting papers or posters, organizing sessions, or serving as elected officers at professional meetings. These monies may be used for up to, but no more than, three "present" trips. Full-time, tenure track faculty members may request up to \$2,500 per fiscal year (fiscal year dates are July 1-June 30) in "travel to present" funds at a professional conference/meeting. Full-time visiting faculty members may request "travel to present" funds for professional conferences or meetings. Visiting faculty in one-year appointments may request up to \$1,750 per fiscal year. Funding for visiting faculty in continuing positions will increase at increments of \$250 per fiscal year.

**Abroad travel:** Full-time tenure-track faculty may request up to \$2,000 annually to present a paper abroad (outside U.S. and Canada) at a professional conference in addition to the "travel to present" monies. A second international trip, funded at \$1,500, may be substituted for two domestic "present" trips.

**Travel to attend (research):** A faculty member may wish to attend one professional meeting even when not scheduled to present or participate as a discussant. All full-time faculty members may request up to \$400 for expenses or airfare within the continental U.S. and Canada (whichever is more, up to \$1,000). Persons in full-time visiting positions must spend the monies by their contract termination date.

**Important notes:**

**\*\*\*Effective July 1, 2008, St. Lawrence will increase its reimbursement rate to match the new IRS rate, 58.5 cents per mile.\*\*\***

**Round trip mileage reimbursement to:**

Ogdensburg = \$23.40 (40 miles times .585)

Ottawa = \$108.81 (186 miles times .585)

Syracuse = \$152.10 (260 miles times .585)

**Food:** To be reimbursed at a rate of \$30 per day (including tips) without receipts or \$40 per day (including tips) with receipts. Alcoholic beverage purchases incurred with a meal are not reimbursable unless the meal is considered an Entertainment Expense as defined in Section IV of the SLU Travel and Entertainment Policy. If there are alcoholic beverages included on your receipts that do not meet these guidelines, please subtract them on your expense report.

**Procedures for Funding in the Present, Present Abroad, and Research Attend categories:**

Please submit a Professional Travel Funds Request Form at least **two weeks** in advance of your proposed trip. This advance notice allows the Associate Dean's office to return the approved form with the necessary tax exempt certificate. Before making arrangements to attend a professional meeting, contact Travel Unlimited (386-8525), or the travel agency of your choice, for cost estimates if air travel is necessary. Please be aware that the original estimate for a fare is subject to change until tickets have actually been purchased.

Complete the **Professional Travel Funds Request Form**, have it signed by the department chairperson and forwarded to the Associate Dean for Faculty Affairs for approval. If you choose to use the convenience of direct billing, the Associate Dean's office will notify Travel Unlimited of all approved faculty travel. The tickets will be charged directly to the faculty travel budget. To confirm reservations and ticket prices, we recommend that you call 5-10 business days after submitting the Travel Request Form. If you make arrangements with any other travel agency, you will be reimbursed upon submission of the original receipt for air/train fare.

The faculty travel policy applies to reasonable professional expenses. Faculty members are urged to cooperate in using University resources in a responsible manner and in submitting evidence of expenses incurred for meals, lodging, registration and transportation. **Expenses should be detailed on an Expense Report form and submitted, along with original receipts, to the Office of the Associate Dean for Faculty Affairs (not the Business Office) within 15 business days of conference attendance.** Any receipts submitted without this form will be sent back with a request for the completed form. Expense Report Forms are available through the Academic Affairs website (on the Associate Dean for Faculty Affairs page) or the Financial Services website. Every reasonable effort should be made to obtain receipts for **ALL** funds expended. Any expense of \$20 or more, including lodging charges, must be supported by an original receipt. Credit card receipts or statements are not acceptable. Registration fees and lodging expenses should be paid in advance directly by SLU check (or credit card) whenever possible. Requests for direct payment should be made when the **Professional Travel Funds Request Form** is submitted to the office of the Associate Dean for Faculty Affairs.

If you need to make changes on your request form, e.g., an advance, please contact the office of the Associate Dean for Faculty Affairs (x5998) rather than the Business office. If for some reason you do not attend an approved conference, please notify this office in writing.

**Tax Exempt Forms:** The following states have granted SLU tax exempt status: New York, Ohio, Texas, Virginia and Wisconsin. The following states will grant SLU sales tax exempt status for all goods and services if the bill is paid directly by a St. Lawrence University check; i.e., an individual cannot pay on their own and be reimbursed by St. Lawrence University: Florida, Maine, Massachusetts, Michigan, Missouri, Pennsylvania, Rhode Island, and Tennessee.

Tax exempt forms will be attached to the faculty copy of the approved travel form. If a faculty member chooses not to use the tax exempt certificate provided, the tax amount will be deducted from receipts submitted for reimbursement. For questions on international travel please call Rick Parks (x5568) in the Business office.

**Travel Advances:** If you need a cash advance for a trip, complete the information on the back of the **Professional Travel Funds Request Form** before submitting the form to the Associate Dean's office. Travel advances for trips within the continental U.S. will be approved for an amount up to **50%** of out-of-pocket expenses, **not to exceed \$500**. Travel advances for international travel will be approved for up to 50% of anticipated out-of-pocket expenses. Upon approval of the trip, a check request will be produced by the Associate Dean's office and submitted to the Business Office. A photocopy of this request will be returned to the faculty member along with a copy of the approved travel request form. The advance will be available ten days prior to the date of departure for the trip.

**Transportation:** In order to receive the best plane fares, reservations should be made at least two weeks in advance and include the possibility of a stay-over Saturday night. Once at your destination, when public transportation is safe, available and convenient, it should be used. Hotel shuttles should be used for transportation to and from the airport. Rental vehicles are generally not supported by professional travel funds. In the case of extenuating circumstances, the request for use of a rental vehicle must be included with the professional travel funds request form and approved prior to departure for the trip.

**Entertainment:** Entertainment expenses, e.g. movies, shows, theatre, museums and alcohol, will **NOT** be reimbursed by the university. Personal telephone use is not considered to be a legitimate travel expense and will not be reimbursed by the university. If these expenses are included on your hotel and restaurant receipts, please subtract them on your expense report. An expense report submitted to the office of the Associate Dean for Faculty Affairs that includes non-reimbursable expenses will be adjusted accordingly before approval and submission to the Business Office.

**Separate paperwork:** For each trip submit separate paperwork. Faculty members traveling together to conferences must submit separate paperwork.

*Revised: 8/2008*