

August 20, 2009

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:

Tenured and tenure-track faculty may be reimbursed for expenses for up to three trips per fiscal year (July 1-June 30) to academic conferences at which they are participating in the conference program (presenting scholarship or acting as chair, discussant, or presiding officer). The cost of trips within the continental United States and Canada will be reimbursed up to \$1300 per trip. The cost of trips outside the United States and Canada will be reimbursed up to \$2000, or up to \$1500 for a second international trip. Full-time faculty may be reimbursed up to \$400 for travel to attend a conference at which they are not participating in the program. Reimbursement for all conference travel expenses accrued in a single fiscal year shall not exceed \$4000 for each tenured and tenure-track faculty member.

Full-time visiting faculty may access up to \$1300 per academic year for conference travel, up to \$400 of which may be used for travel to attend a conference at which the faculty member is not participating in the program.

Important notes:

Round trip mileage reimbursement to:

Ogdensburg = **\$23.40 (40 miles times .55)**

Ottawa = **\$108.81 (186 miles times .55)**

Syracuse = **\$152.10 (260 miles times .55)**

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 VI.A.](#) 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 complete and submit the [on-line Professional Travel Funds Request Form](#) at least two weeks in advance of your proposed trip. Approval by e-mail will normally occur within 5 business days. Please note the amount approved, in case it differs from the amount requested.

The department or program chair of the faculty member requesting travel approval will be copied on each approval e-mail.

All University travel, including faculty conference travel, should be booked through the University's online reservation system operated by Marathon Travel. Airfare may be billed directly to the University using this system, and hotel reservations may be placed on a University credit card. University policy stipulates that the cost of airfare should not exceed \$150 over the minimum fare available for that route on that day unless a valid reason is provided. The e-mail message approving a travel request will include a University object code and account number to which the cost of airfare can be billed. Insert these numbers where requested by the on-line reservation system, or if purchasing airfare on an individual credit card, insert zeroes where account and object code numbers are requested. All other expenses must be submitted with original receipts for reimbursement.

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 are available on the Marathon travel site. 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 on-line [Professional Travel Funds Request Form](#). 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. The advance will be available ten days prior to the date of departure for the trip. **Please note:** if you do not clear your advance **within 15 days** of traveling, you will **not be eligible to receive another during this academic year**. Please refer to the [Section V](#) of the SLU Travel and Entertainment policy for more information on travel advances.

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: 8/2009