

Travel Policy – Faculty

FPC Approved September 10, 2018
SAC Approved September 18, 2018



Developmental Research School
at the University of Florida

P.K. Yonge faculty members are encouraged to be active participants in the school's mission—to design and test educational innovations and to disseminate what is learned. As such, faculty members are afforded the opportunity to apply for a travel grants to offset costs associated with making presentations at local, state, regional, and national professional conferences.

Support for faculty travel to make presentations at professional conferences will be funded as follows:

- \$15,000 from the annual operating budget
- \$ 2,000 from the Outreach account
- \$ 3,000 from Ms. D's Annual Faculty Conference Travel Endowment

Faculty travel awards are budgeted as follows:

- Registration fees for local conferences
- Up to \$500 for state, regional, and national conferences within 6 hours driving distance
- Up to \$1,000 for regional and national conferences that require air travel (beyond 6 hours driving distance)
- Faculty are required to use PKY vehicles if available. When PKY vehicles are not available, a rental car will be provided.

The following guidelines are intended to provide equitable support and access for faculty seeking to be actively engaged in the school's outreach mission:

- Upon receiving confirmation of your acceptance to make a presentation at a professional conference, complete and submit your travel application to the School Advisory Council. Please include the following with your travel application—your acceptance confirmation, and your presentation proposal.
- Prepare to make a 3-minute presentation to the School Advisory Council to support your travel application. Your presentation should include (1) a brief description of the professional organization (what is it; who are the members; expected audience; where the meeting will take place); (2) a summary of the presentation you will be making at the conference (what have you learned that you will be sharing with other educators); and (3) your formal request for funds.
- Those receiving travel grants will share what they learn from the conference with their departments (if secondary) or learning community (if elementary).

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Prioritizing travel awards:

- First come, first served. NOTE: \$3,000 of the total budget will be set aside for travel requests submitted spring semester.
- Priority will be given to faculty who have not received travel support in the past.
- If a faculty member was awarded a travel grant in the past (or has already been awarded a travel grant in the current academic year), and is accepted to present at a professional conference, the faculty member may complete an application and may apply for consideration of a second travel award. However, priority will be given to faculty who have not previously traveled with SAC funds. If a faculty member was already awarded a travel grant of \$100.00 or less in the past or in the current academic year and is accepted to present at another professional conference, the faculty member may submit a second application and consideration will be given without losing priority status as a first travel award request.
- Faculty who have not attended or presented at a state or national conference in the past, may apply once for a travel award to attend a state or national conference as a participant. The travel application must include (1) specific professional learning goals, and (2) specific plans for submitting a conference proposal the following year. The conference proposal will be shared with the School Advisory Council after it is submitted.
- Faculty members who choose to request more than one grant will need to prioritize their requests.

Note regarding expense reimbursement per IRS tax code and UF financial policy update:

Beginning July 1, 2018 Timeliness of Reimbursements~

1. If expense reimbursements are not submitted and approved within the 60 day limit, **the amount ultimately paid to the employee will be included in the employee's annual W-2 as taxable income.**
2. Any traveler who has received a travel advance must complete a travel reimbursement form and submit it to the University **within 10 workdays** of the traveler's return.