

COLLEGE OF LIBERAL ARTS & SCIENCES

Faculty Development Funds

**2011-2012 Faculty Development Funds will cover the fiscal year
July 1, 2011 – June 30, 2012**

TRAVEL FUND AWARDING

Faculty Development funds for the College of Liberal Arts & Sciences will be awarded in the following categories:

- Travel for the presentation of a scholarly paper, poster, or exhibit at a national, state, or regional conference/workshop/seminar/meeting;
- Travel for serving as an officer of a national, state, or regional organization;
- Funds in support of faculty research and scholarship activities;
- Shipping costs for visual art objects to appear in refereed exhibitions.

The maximum development funds that ***may be*** awarded for a single trip is \$800.00. A maximum amount of \$1,200.00 may be allowed, per faculty member, for the **fiscal year**. **FUNDS WILL NOT BE AWARDED FOR FOOD COSTS.**

Funds will be awarded to faculty members on a first-come, first-served basis. Funds will be awarded for the **fiscal year**. Any funds a faculty member is awarded but ***does not use*** are automatically returned to the general fund. The funds will not be held in reserve for another trip the faculty member may wish to take.

TRAVEL PROCEDURES

All requests are to be processed through the department Administrative Assistant and then forwarded to the department Chairperson, regardless of the source of funding requests. Requests need to be submitted to the LAS office at least **two weeks prior to travel**; however, this process should be completed PRIOR to committing to a presentation or attendance at a conference/workshop/seminar/meeting. **Requests submitted without two weeks' notice may not be funded.**

Procedure for Funding Approval (must be turned in at least two weeks PRIOR to travel date)

- Submit request to department Administrative Assistant
 - Request must include the following information:
 - Request for Faculty Development Award form: statement of activity, number of class period(s) missed, how classes will be covered ;
 - Travel Expense form: detailed description of projected expenditures;
 - Copy of accepted work (i.e. paper/poster acceptance, active participation verification).
- Department Administrative Assistant will verify all information is included, initial paperwork, then forward to Chairperson.
- Chairperson forwards the request to the Dean indicating support or non-support.
- After the Dean and Provost reviews the request, an award letter will be sent to the faculty member via e-mail.
- The Dean's office will notify the department Administrative Assistant of the amount of the award.

FUNDING REIMBURSEMENT

MUST be submitted within 45 days of return. After 45 days, the unused funds will return to the travel fund for re-distribution and the faculty member will not be issued reimbursement.

IMPORTANT!

*******PROCUREMENT CARDS ARE NOT TO BE USED FOR FACULTY DEVELOPMENT CHARGES!*******

The following items are to be turned in to the department Administrative Assistant. She will forward to the appropriate office for signature. Failure to do so will delay the reimbursement process.

- Missouri Western Remittance Voucher: be sure to include home address and "G" number;
- All **ORIGINAL** receipts must be attached: no loose receipts will be accepted. Receipts must be taped to a blank piece of paper to ensure receipts will not be lost.
- Trip Report: report must include the following
 - Date and location of trip
 - Nature of trip
 - Information gained and how it will be used within the classroom
- Program from the conference/workshop/seminar/meeting.

The Dean's office will submit the packet to Accounting Services or Foundation's office for faculty reimbursement.

In order to receive a check by 1:00 p.m. the following Friday, Remittance Voucher packets must be received by the Dean's office no later than 10:00 a.m. on Monday.

Please turn in all paperwork to the Department Administrative Assistant and Chairperson as far in advance as possible.

REQUESTS WILL NOT BE PROCESSED IF ABOVE PROCEDURES HAVE NOT BEEN FOLLOWED.