H&S Faculty Travel Fund

Guidelines for 2018-19

Before the trip:

* **Funding**:
	+ **Standard funding** amounts**:**
		- **Full-time** faculty are promised an **$1800** standard allotment for travel for research and/or conference attendance.
		- **Part-time per-credit faculty** are promised a pro-rated amount based on the fraction of a 24-credit workload they carry for the combined Fall and Spring semesters – i.e., $75 per credit hour taught multiplied by the number of credit hours taught in the academic year.
		- When a traveler uses only a portion of the standard allotment, the remainder will be available for use on a subsequent trip **within** the fiscal year, but these funds do **not** rollover into the **subsequent** fiscal year.
	+ **Supplemental funding** amounts:
		- The Dean’s office has two supplemental funds that it can offer in addition to the standard allotment (though both are limited, so we may run out of these funds before the end of the fiscal year):
		- A **$1300 “overseas supplement”** for overseas travel, recognizing that overseas flights are typically more expensive.
			* A traveler can request this supplement on the Travel Authorization (in the “additional information” section), and the Dean’s office will indicate confirmation when the Associate Dean electronically signs the Authorization.
			* Travelers are allowed to request more than one overseas supplement in a fiscal year, but only in rare circumstances will a traveler be awarded a second overseas supplement in a single fiscal year.
		- A **$500 “second trip supplement”** if the traveler has already used some/all of their standard allotment on a trip earlier in the fiscal year. [A traveler will be awarded no more than one “second trip supplement” per fiscal year.]
			* Again, a traveler can request this on the Travel Authorization (in the “additional information” section), and the Dean’s office will indicate whether it has been confirmed when the Associate Dean electronically signs the Authorization.
		- For both of these supplements, if awarded, the supplemental funds are the “first dollars spent.” [e.g., if a traveler has $1800 standard and $1300 overseas allotted for a trip to France, and the traveler only spends $2500, we will count the full $1300 from the overseas supplement first, and then debit only as much of the standard allotment as needed, so that the traveler would still have $600 left over from the standard allotment to use on a subsequent trip within the fiscal year.]
	+ **Eligible uses** of this funding:
		- The amounts noted above are for **conference and/or research-related travel.** If there are questions about whether these funds can be used for some specific purpose, please direct the question to the Associate Dean for Faculty.
		- **Travel for mentoring students who are attending a conference** comes through a separate process entirely; apply through this page: <https://www.ithaca.edu/hs/faculty/facultytravelfund/>. We are reluctant to mix-and-match these funds with the standard conference/research travel funds described above, since the two kinds of travel have very different purposes.
	+ **Other sources** for funding:
		- See the Internal Grants and Funding page on the Provost’s website (<https://www.ithaca.edu/provost/facultyinfo/?item=8722> ).
* **Process**:
* Prior to incurring expenses (and at least two weeks before the departure for domestic travel; at least eight weeks before the departure for international travel), the traveler should complete the **Travel Authorization** form, which can be accessed through Workflow.
* Notes on Travel Authorizations:
	+ There is a “[**User guide**](https://www.ithaca.edu/financial_services/docs/userguides/taf_userguide.pdf)” available at the Travel Services website that provides detailed instructions on accessing and using the form.
	+ For travel that includes **multiple students**, a single Travel Authorization for the group of travelers is preferred.
	+ “Maximum IC Funds Allowed” field – the traveler can leave this field blank; the Dept Coordinator (i.e., whoever clears the travelers Travel Card transactions; in most cases this is the Department Administrative Assistant) can enter based on records of how much of the traveler’s standard allotment remains.
	+ “Parnassus Account number” – the traveler or Dept Coordinator can enter this.
	+ Approvers:
		- The “Departmental Coordinator” is typically the **Department Administrative Assistant**.
		- The “First Approver” is the **Department Chair**. [When the traveler is a chair, the first approver will be the Associate Dean for Faculty.]
		- The “Second Approver” is the **Associate Dean for Faculty**. [When the traveler is a Chair, there is no second approver.]
		- If IC is expected to **cover more than $2,000** in expenses, select **Marc Israel** under “Executive Approver”. Otherwise, leave this field blank.
		- If funding is provided (in part or full) from any source other than the standard ($1800) allotment of H&S Faculty Travel funds, please explain in the “Additional Information” box, and (if the source is some office at IC outside of the traveler’s department) include a relevant contact person in the “Include on final email (optional)” line. For instance, if Student Conference Funds are involved, the H&S Program Specialist (Rachel Balzano) should be included here; if the CFE or the Honors program is providing funding, the Admin from that office (Colette Matisco for CFE; Kathi Powers for Honors) should be included.
		- In the “Additional information” field, if some/all of the funding is coming from NSOP departmental budgeted funds, or from departmental gift funds, please note that in “Additional Information” box. Likewise if there is funding from a grant or any other source external to IC.
* Notes about expenses that **will not** be covered:
	+ IC is exempt from sales tax in certain states. The most up-to-date version of the list of such states is posted at <https://www.ithaca.edu/procurement/travel/forms/#Tax_Exempt>; this site features links to the tax exemption form for each of these states. The College expects travelers to present the state-appropriate sales-tax exempt form to vendors; if the vendor does not accept the exempt form because the traveler is paying with cash or a personal credit card, the traveler should note the name of the vendor, a contact person, and a telephone number so that the departmental coordinator can follow up. If the vendor does not accept the exempt form even though the traveler is paying with an IC Travel Card, the College will reimburse the traveler for the sales tax; should this happen, a written explanation must be submitted with the expense report.
	+ IC will not cover the following **flight** expenses:
		- Travel insurance
		- Upgrades and enhancements
		- 1st class tickets
	+ IC will not cover the following **rental car** expenses:
		- Luxury cars / SUVs.
		- No per-mile rate covered.
		- [And generally, if one needs to leave a car parked at an airport, we’re recommended to use our personal car.]
	+ IC will not cover the following **personal car** expenses:
		- Gasoline. [Gasoline costs are built into the per-mile rate instead.]
		- For travel on a normal workday, the reimbursable mileage will be the number of miles traveled minus the number of miles the traveler incurs on a normal workday commute, up to 180 miles round-trip.
		- For travel on dates that fall outside of normal workdays, the number of miles traveled are to be calculated using the traveler’s home address as starting point, rather than the College address. Again, reimbursable miles cannot exceed 180 round-trip.
	+ IC will not cover the following **alcohol** expenses:
		- No alcohol will be reimbursed if the travel is funded by a grant.
		- No alcohol will be reimbursed at a meal at which a student is present, regardless of the student’s age or the identity of the person who consumed it.
		- No alcohol will be reimbursed unless it was consumed with a meal, and when consumed with a meal only one drink will be reimbursed.
* Note for Department Coordinators: the Dean’s office is no longer transferring funds with each Travel Authorization. Instead, provisional funding is in Department travel accounts from the start of the fiscal year, and those funds will be supplemented as needed later in the fiscal year if/when the department’s overall bottom-line starts to fail funds.
* Please see the [IC Travel Policy](https://www.ithaca.edu/procurement/travel/travelpolicy/) for college-wide policies:

After the trip:

1. Steps to take prior to compiling the expense report:
	* **Independent** from the expense report packet, Department Coordinators need travelers to give them:
		+ **All** receipts for items purchased using an **IC Travel Card** (regardless of the amount); submit these within ten business days upon return from travel.
		+ [As noted below, if the trip is not funded by a grant, these receipts should be omitted from the expense report packet for trips, except in the case of conference registrations and “proof of travel”. Grant-funded trips require you to include all receipts in the expense report packet.]
2. Compiling the expense report packet:
	1. If your trip **is** funded by an **“03” grant account**, refer to section (2A).
	2. If your trip is **not** funded by an “03” grant account, refer to section (2B).

(2A) Compiling the expense report packet when your trip is funded by an “03” grant account:

* The [expense report](https://www.ithaca.edu/financial_services/forms/expense_report.htm) packet should be submitted to the Dean’s office “scan-ready”; **no staples**, and any/all receipts or other documents **taped down to 8.5”x11”** paper.
* In compiling the expense report packet:
	+ Include the Travel Authorization number in the appropriate field. If you’re not sure what that number was, the Department Coordinator or the H&S Dean’s Office front office assistant (Michelle Potter) can look it up for you.
	+ Include all receipts, regardless of the amount and regardless whether the expense was paid using an IC Travel Card or by any other method.
	+ Note that \*no alcohol\* can be expensed for “03” grant-funded travel.
	+ **For international trips**: The USD equivalent should be noted for each receipt that exceeds USD$25.
* Before printing the expense report:
	+ **Please confirm** that the appropriate amounts appear in the “**reimbursement funding amounts**” section. This should \*only\* include amounts that require the traveler to be reimbursed for expenses s/he paid using cash and/or a personal credit card. [Expenses paid with the Travel Card do not require a reimbursement.]
	+ Please click on the “Click to view printable form” button before printing.
* Expense reports need to be signed by the Dept Chair, and subsequently the Financial Operations Manager (or Associate Dean) in the Dean’s office.
* The Dean’s office forwards the expense report to Financial Services whenever the traveler is owed a reimbursement and/or the trip was international. Otherwise, the expense report will be returned to the Dept Coordinator.
* [Section (2B) does not apply for trips of this nature, so you can skip ahead to section (3) to finish reading the policy items that apply to your situation.]

(2B) Compiling the expense report packet when your trip is \***not**\* funded by an “03” grant account:

* The [expense report](https://www.ithaca.edu/financial_services/forms/expense_report.htm) packet should be submitted to the Dean’s office “scan-ready”; **no staples**, and any/all receipts or other documents **taped down to 8.5”x11”** paper.
* In compiling the expense report packet:
	+ Include the Travel Authorization number in the appropriate field. If you’re not sure what that number was, the Department Coordinator or the H&S Dean’s Office front office assistant (Michelle Potter) can look it up for you.
	+ Include a receipt for the **conference registration**, regardless how the registration was paid for or how much was paid.
	+ **Include receipts** that meet both of the following criteria: (a) the amount exceeds $25, and (b) the expense was \*not\* charged with an IC Travel Card.
		- These receipts must include the last 4 digits of the credit card number used.
		- The receipts must include itemized details, not just the total amount paid.
		- If additional people are included on the receipt, their names and affiliations must be noted.
	+ Travel Card receipts should \***not**\* be included in the Expense Report (unless the trip is funded by a grant), though as noted above they must be submitted to the Admin Assistant separately.
	+ Receipts under $25 should \***not**\* be included in the Expense Report; they should instead be detailed on the [**$25 and less worksheet**](https://www.ithaca.edu/procurement/travel/docs/travelexpensews.xlsx).
	+ Sign and date the **“$25 and less” worksheet**, detailing all transactions that did not exceed $25.
	+ Include at least one document that provides **proof of travel** – a boarding pass, hotel folio, or other receipt (that specifies an address) from the destination city to prove that the travel actually occurred.
	+ **For international trips**:
		- The USD equivalent should be noted for each receipt that exceeds USD$25.
* Before printing the expense report:
	+ **Please confirm** that the appropriate amounts appear in the “**reimbursement funding amounts**” section. This should \*only\* include amounts that require the traveler to be reimbursed for expenses s/he paid using cash and/or a personal credit card. [Expenses paid with the Travel Card do not require a reimbursement.]
	+ Please click on the “Click to view printable form” button before printing.
* Expense reports need to be signed by the Dept Chair, and subsequently the Financial Operations Manager (or Associate Dean) in the Dean’s office.
* The Dean’s office forwards the expense report to Financial Services whenever the traveler is owed a reimbursement and/or the trip was international. Otherwise, the expense report will be returned to the Dept Coordinator.
1. Other notes concerning School travel policies:
* Absence from Classes
	+ Faculty should not be away from campus more than three consecutive days on which the College has classes scheduled. *Exceptions must have the prior approval of the dean*.
	+ The total time away from classes per semester should not exceed one week.
	+ Travel during the first week of a semester is discouraged.
* Cash advances are not normally available to individual travelers. Exceptions to this policy are as follows:
	+ *Faculty traveling with a group of students* *or internationally* may request a cash advance. For international travel, contact Travel Services; for Student Travel, contact Cashiering Services. Unused portions of the cash advance need to be deposited back into the departments accounts within 5 business days after returning from travel. Faculty members should send the completed VAF, along with back-up documentation, to the Financial Operations Manager in the Dean’s office for approval and to be advised on next steps to receive the funds.
* If you plan to drive more than 180 miles round-trip, you are expected to use an Ithaca College vehicle or to rent a car from Enterprise.
	+ To drive an Ithaca College car, you must be an *authorized IC driver*; to become an authorized driver (authorization lasts for two years), complete the Driver Information Form and submit it directly to the Office of Risk Management; the form is available at <https://www.ithaca.edu/riskmanagement/forms/> ).
	+ To reserve an Ithaca College car, you must complete a Vehicle Request form (<https://www.ithaca.edu/facilities/grnds/vehreq/> ); a link to this form is provided on the Travel Authorization form. You will need a 21-digit account number to reserve a vehicle; please contact your Department Assistant if you need assistance with this information.
	+ The Vehicle Request will be canceled if a Travel Authorization form is not on file in the Dean’s office.
	+ NOTE: If there are extenuating circumstances that make it more expedient for you to use your personal vehicle for a trip of more than 180 miles, you can petition the Dean’s Office for an exception to this policy. In all cases, however, reimbursement is limited to the first 180 miles.
* Expense Report forms are to be completed within ten days after the conclusion of each trip. Expense Report forms must be completed even if there is no reimbursement due to the traveler.
* If your trip falls at the end of the fiscal year (i.e., at the end of May), you have *until June 5* to turn in your expense report with receipts to have funding utilized in the current fiscal year. If filed after June 5*, expenses will be charged to the next fiscal year budget*.
* Note: Ithaca College policy stipulates that failure to perform reconciliation of travel expenses within 60 days will result in any College funds disbursed for trip-related expenses being *treated as taxable wages paid to the employee and subject to federal and state income tax, Social Security and Medicare withholdings*. Any College related travel expenses incurred using personal funds will be ineligible for reimbursement after 60 days. Failure to submit Travel Expense Reports in a timely fashion may result in loss of Travel Card privileges.
* Submit completed Expense Report forms to the Department Coordinator, who will review them for completeness and work with you to insure accuracy; the department assistant will then forward the Expense Reports to the Financial Operations Manager in the Dean’s office for approval and processing.
* Reimbursement checks are issued once a month by Accounts Payable, on the 30th of each month, *regardless of when the Expense Report was filed*. **Direct deposit of reimbursement checks is also available; these are processed immediately.** We strongly encourage faculty to sign up for EFT/Direct deposit; **note that this is separate from direct deposit for your paycheck.** To register for EFT/Direct deposit, go to: [**http://www.ithaca.edu/financial\_services/ap/eftanddd/**](http://www.ithaca.edu/financial_services/ap/eftanddd/).