This memorandum presents information about College support for faculty travel, development, and research (beyond the leave program) in 2018–2019. Please contact Jessica Martin for assistance.

**Faculty Travel Benefit**

The Office of the Provost administers the Faculty Travel Benefit to support faculty attendance at professional and scholarly meetings.

**Description:** The travel benefit supports attendance at one professional meeting per fiscal year for each faculty member on at least half-time appointment for the full academic year. All such faculty, including those on paid research or study leave, are eligible for this benefit. Support for attendance at additional conferences may be available through the Faculty Development Fund (see below) or special funds, which occasionally become available.

The Provost also supports faculty attendance at seminars, workshops, and conferences sponsored by consortia to which the College belongs, such as the GLCA or the Ohio5. Occasionally, support is provided for faculty attending conferences for specific institutional purposes.

**Supported Costs:** In order that you might attend a professional conference during the academic year, the Faculty Travel Benefit will provide generous, but limited, reimbursement for transportation, registration, lodging, and meals. If you make a substantial scholarly contribution to an annual conference (e.g., presenting an original intellectual work for the first time), the benefit will reimburse up to $1,325. If you are not making a scholarly contribution, the benefit will reimburse up to $1,125.

**Travel:** The above costs include support for round-trip coach airfare for direct flights between local airports (Akron-Canton, Cleveland, or Columbus) and the destination city (either domestic or international). Faculty traveling from other destinations or wishing to make stopovers will be reimbursed for the least expensive direct fare from local airports. Faculty are urged to take advantage of advance reservation fares and to make every attempt to locate the most economical fare available. If your airline charges baggage fees for all checked baggage, the College will reimburse the cost of one normal-sized bag upon submission of the appropriate receipt.

In addition, the benefit covers the cost of transportation of one round trip to the local airport and long-term airport parking (up to $10 a day for a maximum of $40), plus the cost of shuttles or taxis between the destination airport and the hotel or conference site. (Mileage for one round trip to and from the Akron-Canton Airport is 85 miles, Cleveland Airport 100 miles, and Columbus Airport 200 miles.)
Please Note: If a faculty member chooses to drive to a conference, the College will pay mileage at its standard rate up to the cost of an advance reservation economy airfare. To be reimbursed for mileage, you must provide the following documentation for each trip:

- Name of the meeting/conference attended
- Dates of the meeting/conference
- Documentation from a travel website showing the mileage from beginning to ending points
- Advance reservation documentation showing what it would have cost to fly to the conference

This mileage expense documentation is a College policy, as well as an IRS requirement, for your reimbursement to be tax free.

Please observe the following guidelines when using the Faculty Travel Benefit:

- Submit the Faculty Travel Benefit Request Form to Jessica Martin prior to taking your trip. This form is available at [http://www.wooster.edu/academics/affairs/funding](http://www.wooster.edu/academics/affairs/funding) and is attached here.

- The Office of the Provost will not authorize payment for airfare from Professional Travel Inc. for the Faculty Travel Benefit without prior notification from the faculty member. If airfare is not arranged through Professional Travel Inc., it must be paid with a credit card and reimbursed with the Employee Expense Reimbursement Form (EERF).

- If one or more faculty members travel to the same meeting, expense reports and receipts must be submitted individually.

- Your completed, signed EERF, in U.S. currency with detailed receipts, must be submitted to Jessica Martin. Each receipt must show the U.S. dollar amount. (Please note: the approval signature on the EERF is to be that of the Provost, not the faculty member, the administrative coordinator, or the department chair.)

- Receipts must be itemized and detailed, indicating the items that have been purchased. If an itemized and detailed receipt is not available, a completed and signed Missing Receipt Affidavit must be submitted. This form is located on the College’s administrative resources website. The IRS does not allow tax-free reimbursement without an itemized receipt for travel and entertainment costs exceeding $75. You must always have an itemized receipt for lodging; if you do not, the Provost can approve reimbursement, but it will be made through payroll and will not cover taxes. Meal expenses must be reasonable. As a guideline, we follow the IRS per diem model: [http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts)

- The Faculty Travel Benefit does not pay for the following:
  - Items for anyone other than the faculty member
  - More than one alcoholic beverage per person per meal
  - Tips of more than 20% of meal value or taxi fare
  - Excessive tipping for Hotel staff
  - Airline/Car Rental upgrades
  - Telephone charges
  - In-room movies
  - Laundry fees
  - Pet/babysitting services
  - Personal items
  - Dues
• All vehicle rentals are to be arranged only through the College Transportation department.

• If you require an airport shuttle, contact the Transportation department and charge the amount to your department. When the department receives the full statement of the transportation charge, please send your receipt to Lisa Crawford, who will transfer up to $100 to reimburse the department.

• Reimbursement requests submitted more than 120 days after the conclusion of the trip must include a completed and signed Late Reimbursement Request Form. If paid, the reimbursement may be treated as taxable income unless there are extenuating circumstances.

**Faculty Development Fund**

Grants from the Faculty Development Fund, administered by the Dean for Faculty Development, are available to support faculty projects in teaching, research, and scholarship. Such grants may be used to assist with the expenses of a second conference (i.e., in addition to the conference supported by the Faculty Travel Benefit) if the faculty member is presenting a paper or poster or chairing a session. Funds also may be requested to provide support for the cost of:

• Manuscript preparation and publication
• Travel necessary for teaching and research projects
• Specialized computer software for research purposes only (such purchases remain property of College)
• Student assistance for research (clerical work only)
• Workshops on teaching or research development

Proposals may be submitted at any time by email to the Dean. As funds each year are limited, not all expenses can be covered. As this is particularly the case for support requested for the summer, faculty are encouraged to submit requests early. Normally, requests are processed within two weeks. Requests for over $600 will be considered by the Faculty Research and Development Committee, which is appointed by the Committee on Committees. Members of the FRDC for 2018–2019 are Kara Morrow (Art History), James West (BCMB), and Greg Wiles (Archaeology).

**Please note that there is now a standardized form for FDF requests; it may be found on the Faculty Funding page at [https://www.wooster.edu/academics-affairs/funding/](https://www.wooster.edu/academics-affairs/funding/).** Please download a copy, fill it out, and submit it electronically to the Dean for Faculty Development at least two weeks in advance. **Retroactive requests will not be considered.** In preparing proposals, please observe the following guidelines:

• Faculty should submit only one proposal at a time. That is, as these are rolling submissions, we will not accept an application for several conferences simultaneously.

• Support cannot be provided to supplement the Faculty Travel Benefit.

• Cost of meals is not covered.
• Funds are not available during leave. However, funding can be requested for use during the summers.

• Funds cannot be used for the purchase of equipment, office furnishings, or computer hardware.

• The total amount granted to each faculty member from the Faculty Development Funds during the academic year may normally not exceed $2,000.

• In some cases, a written report on the use of funds may be required.

Further instructions are included on the application form itself.

Guidelines for submitting receipts for the Faculty Development Fund are the same as those for Faculty Travel Benefit with the following exceptions:

• All purchases of goods or services from outside vendors funded through a Faculty Development Fund grant must be made using a College purchase order and charged to your department. Submit a copy of the purchase order and invoice to Jessica Martin, who will arrange a transfer of funds to reimburse the department account.

• The College is exempt from Ohio Sales Tax due to its status as a Section 501(c)(3) tax-exempt organization per the Internal Revenue Code. Consequently, the College as a rule will not pay or reimburse Ohio Sales Tax, except for meal taxes for approved official business. The College’s tax-exempt form is available on the College’s administrative resources website.

Faculty Development Fund for Advancing Strategic Priorities

Central to the success of our strategic initiatives is a strong faculty with the expertise and resources necessary to develop and shepherd these initiatives. Therefore, we have established a fund of $40,000 for faculty research and teaching efforts aligned with any of our strategic initiatives. These grants will generally be smaller than those for the Luce Fund for Distinguished Scholarship (see below), and funding decisions for these will be made by the Dean for Faculty Development and the Faculty Research and Development Committee on a rolling basis. These funds are available only to tenured and tenure-track faculty members. These awards differ from the existing Faculty Development funds in that they must be focused on strengthening our strategic initiatives. While we will entertain a diversity of proposals, below are a few suggestions for how the funds might be used:

• One of our central priorities is to increase attention towards issues of diversity. We therefore encourage proposals for faculty development that address issues of campus climate or diversity on campus or in the classroom, including travel to conferences or workshop.

• As you are aware, there are limited faculty development funds available for international travel, yet increased global engagement is one of our strategic initiatives. We will therefore entertain proposals for international travel that support faculty research efforts. Proposals aimed at this initiative should identify how this opportunity will enhance global engagement at the College. It is not sufficient that the travel takes place in an international setting.
• If there is interest, we will provide support for two faculty members to attend a CIEE International Faculty Seminar (http://www.ciee.org/international-faculty-development-seminars/seminars/).

• Faculty may seek to initiate research projects that will lead to the development of field-based or experiential learning opportunities for students, or that involve collaborative research.

• Faculty may seek to initiate research projects involving digital resources, thereby developing digital research expertise that will be of use in advising Independent Study students.

The application form for FDF-ASP funding may be found on the Faculty Funding page at https://www.wooster.edu/academics/affairs/funding/.

As with FDF, funds do not cover the costs of meals, and may not be used to purchase equipment, furniture, or computer hardware.

**Luce Fund for Distinguished Scholarship**

The Luce Fund provides support to tenured and tenure-track members of the faculty for completion of works of major scholarly significance. It will also support a small number of projects in their early stages that show promise of true distinction. These funds will not be used to provide course releases but to provide financial support needed to pursue major projects. The amount available is approximately $60,000. A call for applications will be sent out in August, with requests due to the Provost on October 2. Awards for this category are made by the Provost, who will consult with the Dean for Faculty Development and the Faculty Research and Development Committee.

**Wilson Research Awards**

The Wilson Fund, administered by the Dean for Faculty Development, provides support to encourage faculty research in the natural sciences and mathematics. The amount available annually is approximately $15,000. Contact the Dean for information on the fund. Applications are solicited in January, and the funds are available for the summer research period.

**Hamburger Collaborative Projects and Program Development Funds**

The Hamburger Fund provides support to projects that are innovative and interdisciplinary, whether between two science disciplines or a science and non-science discipline. Funds can be used for stipends for research, research supplies and equipment, student attendance at national meetings to present the results of the project and all expenses related to the project. These funds are administered by the Dean for Faculty Development, a call for applications will be sent out in February with use of funds available for the summer research period.

Attachments

cc: Academic Administrative Coordinators, Darlene Berresford, Dottie Sines, Karen Parthemore