



Faculty Travel Policies & Procedures 2023–2024

Please note that the following travel policies and procedures have been updated in accordance with revisions to University travel policies that went into effect July 1, 2023 and are outlined in section J of the [WUPRM](#). Please read carefully because there have been several changes to processes and procedures. Contact your department chair or interim assistant dean Dr. Maria Stover with questions.

AUTHORIZATION

CAS Faculty should continue to submit an [out-of-town](#) or [in-town](#) travel authorization request form for any trip involving university business or scholarly work, regardless of whether or not reimbursement is sought. This is to ensure coverage of faculty by Washburn insurance during any trips and that the department chair and dean are aware of all work-related travel activities. Faculty do not need to complete an authorization form for a personal trip, nor should they expect insurance coverage for one. However, faculty are expected to obtain their department chair's permission for any absences from work, cancelled classes, or changes in availability to students.

FUNDING AVAILABLE

CAS faculty who are on an annual contract can request funding to offset the costs of travel. Authorized trips for which funding is requested must involve attendance or participation at an academic conference, symposium, or other appropriate academic professional development opportunity. The maximum amount of available funding differs based on the type of participation. CAS is pleased to be able to slightly increase the travel funding available for the 2023–2024 academic year:

Scholarly Presentation Funding

Travel expenses up to \$1,500 per year may be reimbursed to a faculty member presenting a paper, poster, or other scholarly work at a regional or national meeting.

Professional Development Funding

Travel expenses of up to \$750 per academic year may be reimbursed to a faculty member who attends a regional or national meeting in any capacity (e.g. as a regional or national officer of the sponsoring organization, or as a discussant, responder, session chair, panelist, or, simply, attendee). This funding may also be used to augment Scholarly Presentation funding. Due to changes with the budget, faculty can no longer accrue funding over multiple years.

DOCUMENTATION & BUDGET

Faculty requesting Scholarly Presentation Funding should include with their travel requests a copy of the conference agenda listing their talk, a letter of acceptance or invitation, or similar information that confirms that they are presenting. If documentation is not yet available (e.g., presentation proposal is under review), faculty are still encouraged to apply for funding right away and may later provide the needed documentation. However, documentation must be submitted prior to the trip to guarantee reimbursement from Scholarly Presentation funding.

Faculty requesting Professional Development funding should include with their travel requests a copy of the conference agenda, registration receipt, or similar information that confirms that they are attending a professional development opportunity.

Both types of travel funding requests must also include a budget for estimated conference fees and travel expenses. Expenses for lodging and meals should be calculated using the [GSA per diem for lodging, meals, and incidentals](#). If a hotel offers a special “conference rate,” lodging reimbursement can be provided up to the conference rate even if it is over the GSA per diem. Carefully consult the updated [WUPRM](#) travel policies for limitations on allowable expenses. (As we all get accustomed to the changes, you may also find [this training document](#) useful and also these [Travel FAQ](#) created by the WU Finance Office.) You will NOT be reimbursed for expenses that exceed the GSA per diem for lodging and meals, or that otherwise violate Washburn travel policy, even if the total travel expenses are within the amounts permissible for scholarly presentation and/or professional development funding.

ADDITIONAL TRIPS

Faculty may split travel funding between multiple trips. They should submit requests and documentation for each trip. The annual limit for scholarly presentation funding is \$1,500, regardless of whether it is spent on one trip or split between multiple trips. The annual limit for professional development funding is \$750, regardless of whether it is spent on one trip or split between multiple trips.

PROCEDURES

Requesting Funds

At the beginning of the fall semester, the Interim Assistant Dean of CAS will announce a deadline for travel funding requests. Complete either [the Out-Of-Town Travel Authorization Form](#) or [In-Town Travel Authorization Form](#), have it signed by your department chair, and submit it to Toni Lewis in the CAS Dean’s Office. Complete all sections of the form, including destination and description of the travel activities. Include appropriate documentation (see above) and an estimated budget. After the travel request has been approved at all levels, a copy of the signed and completed form will be emailed to you.

If you would like to use professional development funding to augment Scholarly Presentation funding, there is no need to submit two requests. Instead, let the Deans Office know how much of your available

Professional Development funding you would like to apply toward your Scholarly Presentation travel request.

Due to budget limitations this year, we cannot guarantee that funding for travel will be available once the announced deadline has passed. All requests for travel reimbursement must be approved before a trip is taken and appropriate documentation must be provided.

Booking Travel, Lodging, and Conference Registration

It is recommended that faculty use a University purchase card (also known as a p-card or one card) to charge airfare, lodging, and/or conference fees that will be paid for by the University. **However, please do not use a p-card to pay for any expenses that will cause you to exceed your total allocation for travel reimbursement.**

Expenses Encountered while Traveling

You will be reimbursed the GSA per diem regardless of the actual expenses incurred as part of your travel. There is no longer a need to save receipts for meals or other incidentals (e.g. tips, Uber charges for transportation to entertainment, etc.), as they are now included in the GSA per diem. You should NOT pay for meals or incidentals using a p-card.

For other expenses incurred on your trip(s) (e.g. refueling a rental car, ground transportation between airport and conference hotel, parking fees, etc.) you may pay using a p-card if you prefer. It is important you save all receipts for these types of expenses regardless of the payment method used. Consult the [WURPM](#) for more information. This table below may also be helpful, and a sample expense summary is provided (see end of this document).

| Okay to use P-Card for: | Do not use P-Card for: |
|--|--|
| Conference Registration Fees | Meals |
| Airfare | Incidentals |
| Lodging | Transportation for entertainment/meals |
| Rental Car | Gas for your personal vehicle |
| Transportation for business (e.g. airport to hotel, to business event) | Expenses that would exceed your total reimbursement allocation |
| Parking | |
| Gas for rental car | |

After You Return

Immediately submit all receipts for items charged to a p-card to your administrative specialist or office coordinator, who will need them to reconcile the card. This must be done by the end of the statement period. Your administrative specialist/office coordinator will know the date.

Within 60 days of your return, complete a [Travel Expense Report Form](#) and submit it to Toni Lewis in the CAS Deans Office. Include receipts for every expense claimed on the form and other required and documentation. This documentation must include sections of the conference agenda providing the overall conference schedule, lodging rate, and whether meals are included in registration fees. For scholarly presentation funding, include the information about your presentation from the conference agenda. After the expenses have been approved at all levels, a copy of the signed and completed form will be delivered to you and you will receive your reimbursement by the same means that you receive your pay (e.g., direct deposit).

CANCELLED/CHANGED TRIPS

If you must cancel a pending, approved trip, please inform Toni Lewis in the CAS Deans Office. If you wish to use your funds to attend a different conference, or if the nature of your participation at a conference changes, you must submit a new travel request form and we will cancel the old request. Consult the [WUPRM](#) for more information, especially regarding charges on the p-card related to cancelled trips.

EXAMPLE TRAVEL EXPENSE SUMMARY

Dr. Lichen and Dr. Moss are attending a 4-day conference on mushroom cultivation in Portland, Oregon. Dr. Moss is presenting, but Dr. Lichen isn't. They ride to the airport/hotel together to save on costs for Dr. Lichen since he isn't getting as much reimbursement. Here is a summary of their expenses and how payment/reimbursement worked for them:

| Dr. Moss | | | | |
|----------------------|----------------|--|----------------|--|
| Allocation: | \$1,950 | (\$1300 presentation + \$650 professional development) | | |
| | Cost | Means of | | Notes |
| | | Payment | Reimbursed | |
| Airfare | \$250 | P-card | \$250 | |
| Conference Fee | \$300 | P-card | \$300 | |
| Lodging | \$800 | P-card | \$728 | GSA rate for Portland is \$182/day |
| Meals | \$250 | Personal | \$284 | GSA rate for Portland is \$71/day |
| KCI Parking | \$30 | Personal | \$30 | |
| Uber to/from airport | \$40 | Personal | \$40 | |
| Drive to/from KCI | | N/A | \$72 | IRS mileage rate of \$0.655/mile |
| TOTAL | \$1,670 | | \$1,704 | Has \$246 left over for another possible trip. |

| Dr. Lichen | | | | |
|--------------------|----------------|----------------------------|--------------|--|
| Allocation: | \$650 | (professional development) | | |
| | Cost | Means of | | Notes |
| | | Payment | Reimbursed | |
| Airfare | \$250 | P-card | \$250 | |
| Conference Fee | \$300 | P-card | \$300 | |
| Lodging | \$800 | Personal | | Used personal payment so as not to exceed allocation |
| Meals | \$250 | Personal | \$100 | |
| TOTAL | \$1,600 | | \$650 | Paid \$950 out of pocket |