Faculty Travel Funds, 2013-2014

Effective with the start of the 2013-2014 academic year the annual travel funds routinely available to teaching faculty (that is, without a special application for a Professional Development Fund grant) will be increased from $1,500 to $1,750 per year. Teaching faculty do not have to apply for these funds in advance; the funds will be available as reimbursements through Darlena, upon presentation of appropriate receipts.

New this year: Receipts for meals must be detailed receipts, not just receipts that show total costs. The Business Office has indicated that they want a receipt that shows that you ordered a cheeseburger and a coke, not one that shows that you spent $6 at McDonalds.

New this year: This year as part of the reimbursement-generating procedures, Darlena will need responses to the questions listed below about the activity for which you would like Earlham College to cover your costs. We will also ask for an electronic copy of your presentation or poster, if that was the nature of your participation. (This is not a way of saying that we will no longer support attendance at conferences at which you are not making a presentation; if that is the case you simply need to say so on the report.)

Please submit your responses to the following questions when you submit your request for reimbursement, so that Darlena can process your request for travel funds.

1. What was the purpose of your travel? (Example: Attended the Middle East Studies Association Annual Meeting)

2. What was the nature of your participation? (Example: I presented a paper)

3. What was the title of any paper/presentation/poster you gave? (Example: "Islam and Democratic Constitutions." If none, just say “none”)

4. If you gave a presentation/poster, please send an electronic copy to Darlena for our files.