

# Guidelines for Faculty Travel Supported by Institutional Funds

(Revised 07/17, 07/19)

Peabody's support of faculty travel from institutional funds is intended to help make it possible for faculty without applicable alternative sources of support to participate in conferences of major professional organizations. Unfortunately, financial resources are limited and may not be sufficient to defray all expenses for some trips.

The faculty travel guidelines outlined below apply to travel supported from institutional funds. These guidelines do not apply to grant-funded travel.

## **Levels of Funding**

- **Tenure-track faculty members:** Because tenure-track faculty members must build their reputations in the early years of their careers in preparation for their tenure reviews, Peabody College provides them funding of up to \$4,500 per year for travel to present papers at major professional meetings<sup>1</sup>.
- **Full-time tenured, practice, and clinical faculty members:** These faculty members are provided up to \$3,000 per year to present papers at major professional meetings.
- **Full-time, on-campus, senior lecturers:** These faculty members also are eligible for funding of up to \$3,000 per year to participate in major national professional meetings that will facilitate their professional development relevant to their faculty role. They are asked to submit their plans to their department chair, who, upon confirming that the proposed meeting is appropriate and their involvement is consistent with their faculty role, will endorse and forward their request to the Dean's Office.
- **Full-time, on-campus, lecturers:** These faculty members are eligible for funding of up to \$1,500 per year to participate in major national professional meetings that will facilitate their professional development relevant to their faculty role.
- Funds are not currently available for travel by part-time faculty members.

## **Funding for Each Trip**

Peabody will provide up to \$1,500 per trip as follows:

---

<sup>1</sup>A "professional meeting" is understood to be a conference of a professional organization at which multiple papers are presented. Peabody does not provide funds to support travel for invited presentations or workshops by Peabody faculty at other universities, schools, etc. If you are unsure whether a particular event would constitute a professional meeting under this policy, please consult Bryan Ratliff.

- Per diem. Faculty on College sponsored trips are expected to use the University per diem for meal reimbursement, which covers all meals, snacks, and incidentals (e.g., tips on meals as well as baggage and porter tips).
- Reasonable ground transportation, long-term or economy airport parking, and/or baggage fees.
- Reasonable airfare (economy, advance-purchase), including fees for checking luggage.
- Conference advance registration fee (but not membership dues).
- Hotel room (convention rate for single room).
- In addition to the foregoing, the College will match, on a dollar-for-dollar basis, up to \$1,000 of departmental support for full-time faculty invited to travel outside North America to present papers at professional meetings.
  - For example, if a faculty member's department provides \$700, the Dean's Office will provide an additional \$700, for a total supplement of \$1,400 which may be stacked on top of the \$1,500 College sponsored trip reimbursement.
  - The College match is only good for departmental travel support; grant funds and PI funds will not be matched.
  - Faculty may access College matching funds only once per fiscal year.
  - For purposes of this policy, Canada and Mexico are not treated as international destinations.
- Under the Dean's Tax policy, faculty with Faculty Funds exceeding \$5,000 must first access their Faculty Funds for professional travel before requesting College support.

### **Combining Sources of Funding**

- Ordinarily it is not permissible to combine grant funds with Peabody travel funds. Travel that is grant-related should be grant-supported. Requests for exceptions to this restriction must be accompanied by a clear rationale (beyond the cost of the trip exceeding \$1,500) that includes a summary of expenditures from the grant's travel budget and the balance remaining.
- Faculty may supplement the total trip allowance with PI funds, advisor funds, etc.
- Startup funds may not be combined with Peabody travel funds unless the faculty member is early in his or her career at Peabody and provides a clear rationale (beyond the cost of the trip exceeding \$1,500) that explains why the cost of the proposed trip would be a startup expense.

### **Prior Approval**

Before any trip is taken, it must be approved by the department and the Dean's Office. Please include a copy of the conference program or a letter or email message verifying acceptance of the paper to be presented.

### **Timeliness of Expense Reports**

The Vanderbilt University travel policy states that travel expense reports must be submitted using the Oracle online tool within sixty (60) days of trip completion. However, best practice is to submit travel expense reports within thirty (30) days of trip completion, and earlier submission is encouraged.

Travel expense reports processed after the 60-day limit will be coded as taxable income to the traveler and included on the Form W-2 for year-end tax reporting.

### **Coverage of Classes**

Faculty members are expected to meet their teaching obligations if at all possible or else arrange for coverage of their classes while at the conference. It is inappropriate for classes to be cancelled.