

ROWAN UNIVERSITY
COLLEGE OF FINE & PERFORMING ARTS
TRAVEL GUIDELINES
FY'09 (July 1, 2008 – June 30, 2009)

The Dean's Office announces this year's faculty travel funding. Requests for travel must be submitted to the Dean on the blue *Request for Travel* forms signed by the appropriate department chairperson, and must be accompanied by supporting documentation. (See below.)

Eligible requests include:

- 1) Participation in a professional conference such as presenting a paper, giving a performance, or participating in a panel discussion at said conferences
- 2) Recruitment of new faculty or students
- 3) Serving as an officer in a professional organization (President, Secretary, Treasurer, etc.) which necessitates attending the main annual conference for that organization.
- 4) Attendance at required meetings for NASAD, NASM or NAST accreditation.
- 5) Travel at the specific request of the Dean.

Eligibility: All tenured and tenure-track faculty. Faculty are not eligible while on paid leave.

Deadline for submission: Noon the 1st workday of the month until funds are depleted. You must submit travel requests at least three weeks in advance of your travel date.

Timeframe for travel: 1 July 2008 to 30 June 2009.

Award limits:

The total award for any two-year period is \$2,500. (If you were allocated \$1,000 in travel in FY '08 you have a balance of \$1,500 for FY '09). The next two-year cycle begins in FY 2010 (July 1, 2009).

REQUIRED MATERIALS:

A. Paper/poster selected for presentation or a performance

- Travel Application Form
- Copy of the registration form showing breakdown of registration fees (association annual dues will not be paid by the Dean.)
- Estimated itemized budget
- Abstract of paper/poster even if not required by the conference (written in English)
- Copy of acceptance letter (or excerpt from final program listing your paper/poster presentation)
- Do NOT include expense receipts with your application

B. Officer of national or international professional organization

- Travel Application Form

- Copy of the registration form showing breakdown of registration fees (association annual dues will not be paid by the Dean)
- Estimated itemized budget
- Copy of evidence of office
- Evidence of required attendance at meeting
- Description of activities
- Do NOT include expense receipts with your application

Submission of Proposal: Obtain approval from your department chair, then submit two (2) copies by noon the first workday of the month (October- February) to Jennifer Winter, Office of the Dean, Wilson Hall 210. Requests submitted after an event will not be funded.

Reimbursement of expenses: Submission of receipts is due within 30 days of the completion of the trip, and must be accompanied by a final report.

Original Receipts: Original receipts are required for ALL expenditures including meals. No reimbursement will be made for alcoholic beverages. It is the responsibility of the faculty member to submit *Travel Voucher* with the necessary receipts and the final report within 30 days of the completion of the trip. Vouchers may only be submitted for the approved amount.

Final Reports: Due with submission of receipts for reimbursement, within 30 days of the completion of the trip.

All forms are available on line at the Rowan University Website under Administrative Office, click on Administration & Finance, click on Accounts Payable Downloadable Forms, and choose the form you require under Travel, i.e. Travel Request, Travel Expense Voucher, Request for Additional Per Diem, Missing Receipt Affidavit. There are also Travel Tips.

Deadline for ALL Travel Requests for is February 16, 2009. Please plan carefully and submit the proper forms as early as possible as funding is limited.