POLICY – FACULTY TRAVEL FUNDS

Purpose
To assist faculty in their efforts to be involved in academic and research conferences, symposia and workshops; to keep informed of developments in their area(s) of expertise; and to enhance visibility.

Eligibility
- All regular, tenure-track faculty are eligible.
- Retired faculty are eligible during the period they are on recall. Their eligibility ends when the recall period expires.
- Senior lecturers, emeriti not on recall, fixed-term appointments, and visitors are not eligible.

Parameters
- Faculty will be reimbursed for travel expenses up to $650 every year per person excluding trips funded by other institutions.
- Faculty may spread the allocation over more than one trip.
- Reimbursements for faculty with Stanford appointments less than 100% will be pro-rated accordingly (i.e., a professor in Math who has a 50% appointment only will be reimbursed at $325 unless this professor has another 50% appointment with another school at Stanford, in which case s/he will be reimbursed 100%).
- The reimbursement is the same for either domestic or international travel.
- The allocation is valid only for the current academic year, the period from 9/1 through 8/31, and cannot be carried forward or advanced.
- September 30 is the deadline to submit all travel expenses for the previous fiscal year.
- Any additional travel allocation made by the Associate Dean is handled as special commitment and will be funded from the Dean’s discretionary reserve account.

Procedures
- The department prepares the reimbursement request through an IOU requisition.
- Please include the dates of the travel in the Business Purpose along with the faculty name, department, travel destination, and a short purpose of the trip. Reporting and reconciliation are greatly facilitated if you include a three or four character abbreviation of the department name and the faculty member’s last name at the beginning of the Business Purpose (for example CHEM-Jones).
- Charge the expenses directly to the School’s faculty travel account 1096323-1-AABCQ.
- Route reimbursements first to the Department Administrator for review and approval.
- Route second to your Finance liaison for review and approval.
- Submit all original receipts and back-up materials directly to the Travel & Reimbursement Office.