



## **School of Education Policy & Procedures Manual**

### **Title: Request for Additional Research Travel Funds**

**Approved: 7/28/2006**

#### General

It is the intent of this policy that additional research funding support will only be provided for conference travel for *refereed* presentations that are of importance to the School of Education's Identity and Mission.

The Request for Additional Research Travel Funds Form will be available in each Department Office.

This form is in compliance with the University Travel Policy, General Policy TAP 23.  
<http://www.controller.duq.edu/ap-unproc.htm>

The travel plans are processed in the originating Department Office. Awarded funds will be reallocated from the Dean's Office.

**Request for Additional Research Travel Funds**

Faculty / Graduate Student (please circle)

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Name of Program and Department \_\_\_\_\_

Name of Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Location \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

- Purpose for attending (e.g., giving a presentation) attach APA formatted citation of the presentation, along with document(s) from conference host stating your acceptance of the purpose for your attendance.
- Your status with the sponsoring organization (member, officer, committee members, etc.):
- Attach itemization of all anticipated expenses for which you are requesting research travel funds. To insure that all funds are reimbursable, please see attached non-reimbursable expenses.

Total Amount of Need for Event	\$ _____
Departmental Professional Development funds currently available:	\$ _____
Amount Requested (Need – PD Funds Available)	\$ _____

I certify that the use of the research travel funds will be in accordance with University policy and that the amount of the SoE Faculty Presentation request will not exceed \$1,500 (\$1,000 for Graduate Student Presentation request on a one-time request per academic year basis.) \*See Instruction #3

\_\_\_\_\_  
Signature of Requester

Chair:           Approved \_\_\_\_           Not Approved \_\_\_\_

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean: Approved \_\_\_\_           Not Approved \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dr. Jeffrey A. Miller

Budget Officer Reviewed: \_\_\_\_\_

Dean:           Approved \_\_\_\_           Not Approved \_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dr. Olga Welch

**After signatures:**

Original to: Budget Officer  
Copies to: Chair and Requester

**Instructions For Requesting Additional Research Travel Funds**

1. Approval in advance is required. The process requires the approval of the Chair and approval of the Associate Dean for Graduate Study and Research, and final approval the Dean. Funds may be requested between July 1 and April 1, and must be used by May 1 (unless special arrangements are established due to your conference date).
2. Please check with the Chair for your professional development fund account balance.
3. Additional funds may be requested on an academic year basis. The Faculty maximum amount is \$1,500.00 for presentation at 2 conferences and a Graduate Student the maximum amount of \$1,000.00 for presentation at 1 conference.
4. After this request is signed by the Chair, the Chair will forward it to the Associate Dean, and reviewed by the Budget Officer. The Department Chair will be notified by the Dean's office with a signed copy of the form. It takes two weeks to process this form, so plan accordingly regarding the timing of the request because advanced approval is required.
  - a. After travel has completed secure a *Report of Business Expenses* form from the Department Office or online at <http://www.controller.duq.edu/ap-forms.htm>. Submit the completed form along with your original receipts.
  - b. *Report of Business Expense(RBE)* form and receipts must be submitted to the Department Office for processing within 21 days from the completion of your travel.
  - c. Keep a copy of all forms and all receipts for your records. **Original receipts must** be submitted with your *Report of Business Expense(RBE)* form, including airline ticket receipts. If original receipts are not included with your *RBE* you will not receive your reimbursement for that item.
  - d. Personal auto miles are reimbursable at <http://www.controller.duq.edu/ap-mlg.htm>. Mileage is calculated from Duquesne University to the destination, not from your home.
  - e. Personal meals may be reimbursed at a per diem per day. <http://www.controller.duq.edu/ap-rbe.htm>. You need not submit receipts for meals, if you are taking the per diem. Otherwise, original receipts for meals will be reimbursed at cost as long as expenses are reasonable.
  - f. Personal expenses such as alcoholic beverages, movies, exercise room charges, or personal grooming costs are not reimbursable. (see attached list)
5. If your request is not approved, the Chair of the Department will communicate to the requester the explanation.

Send completed form to Rebecca Donatucci, Budget Officer, 107 Canevin Hall, Duquesne University, Pittsburgh, PA 15282

**REIMBURSABLE EXPENSES - GENERAL POLICY - TAP No. 23**

Certain expenditures that do not confirm to this policy will not be considered reimbursable under policy. Such items include but are not limited to:

- a. Personal grooming services, such as barbers, hairdressers and shoe shines
- b. Car rental insurance purchased for domestic travel
- c. Childcare
- d. Membership to private clubs
- e. Fees for frequent flier programs and other similar awards for hotel and car rentals
- f. Fitness and recreational fees, including massages and saunas
- g. In-room movies
- h. Insurance costs, such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- i. Lost baggage
- j. Loss or theft of cash advance funds, airline tickets, personal funds or property
- k. "No-show" charges for hotel and car service. See Section 7 - Lodging
- l. Parking tickets or traffic violations
- m. Personal automobile repairs
- n. Personal credit card annual or late fees
- o. Personal telephone charges in excess of reasonable calls home, generally one per day
- p. Pet care
- q. Upgrades (air, hotel, car, etc.)
- r. Spouse or guest travel See Section 8 - Meals and Incidentals