



Lehman College Faculty Travel Funding Request

Policies and Procedures

The Lehman College Faculty Travel Grant Policy is designed to guide decisions for the equitable allocation of travel funds. The purpose of the travel grants is to support professional development activities that require travel outside of the New York City area. Grants will be awarded to individuals no more than once per year and generally once in two years. ***In line with CUNY policy, all international travel will be subject to additional approvals from the Provost.***

Guiding Principles:

- Alignment with the applicant's teaching or scholarly interests,
- Impact on the College mission and strategic plan,
- Evidence of cost sharing – personal, departmental, school or grant funding, and
- Evidence of a reasonable plan for accommodating teaching, advising or other activities during the period of travel.

In order to best support the faculty over the entire academic year faculty are asked to submit a plan for their travel based on their projected travel incorporating the allowable costs for NYS travel. Normally, up to \$1000 will be given to support domestic travel and up to \$2500 for international travel. A further \$1000 may be awarded for extenuating circumstances – please provide adequate justification.

Eligible Personnel:

- Full time faculty (9 or 12 month),
- Tenured/tenure-track/CCE,
- Faculty on sabbatical or other fellowship leave are eligible if they do not have access to funds from another institution or grant.

Eligible Travel Activities:

A clear rationale for travel is needed and a post-trip report must be submitted to the Department Chair, Dean and Provost. Travel funding may be requested to:

- Participate in a refereed art exhibit, to present a play, music or dance recital, to present a paper or poster, chair or moderate a session, participate in a roundtable, or play an official role at a meeting of a recognized professional association. Travel may be regional, national or international.
- Conduct research or actively participate in a research or teaching collaborative. The supporting documentation must state the type of research or teaching project, its significance and expected outcomes in terms of publication/presentation/impact.

Please Note:

Funding is not available for merely attending exhibits, plays, recitals, workshops, or conferences

Travel Planning and Reimbursement Processes:

The request for proposals (RFP) for faculty travel grants is posted twice each year. Applications open October 1 for travel January 1 – to June 30 of the following year, and April 1 for travel July 1 – December 31.

Step #1:

1. Complete the Travel Budget and Justification form.
2. Submit to your department chair for approval of travel and arrangements to cover teaching and other College-related commitments.
3. The department chair will submit all applications to their Dean for determination of School support. If necessary, prioritization of applications will be conducted at the school executive committee.
4. Applications will be submitted to the Office of Academic Personnel by November 1 or March 1.
5. Applications will be reviewed by the Faculty Travel Committee (subcommittee of the FP&B).
6. Notification of award will be available by November 30 and April 30 at the latest.

Step #2:

Before booking any travel to be paid for by the College; you must complete a **TRAVEL AUTHORIZATION** in CUNY1st. A travel authorization form will **NOT be approved** after travel has taken place. Without the approved travel authorizations you will be unable to charge your travel to the College or be reimbursed for any expenses you incurred for traveling.

- a) For a summary and description of expenses permitted by NYS Travel regulations, which will be helpful in completion of the Travel Authorization form, please review the document **Employee Quick Reference Guide to Securing Travel** on the Accounts Payable link at: <http://www.lehman.edu/administration/business-office/documents/EmployeeTravelGuide3.pdf>
- b) Instructions for the **CreateTravel-AuthorizationJobAid.pdf** are also on the Accounts Payable link at: <http://www.lehman.edu/administration/business-office/documents/CreateTravel-AuthorizationJobAid.pdf>
- c) Prior approval is required for lodging/hotel/conference room rates, which exceed the government rate. **Always ask for the government rate**; if it is not available a request in writing must be submitted to the AVP of Finance for approval to pay the higher rate
- d) Retain your travel, accommodation and registration receipts to create an expense report and claim reimbursement. A job aid on how to Create an Expense Report can be found on the Accounts Payable website at: <http://www.lehman.edu/administration/business-office/documents/Create-Expense-ReportJobAid.pdf>

For travel to be paid with non-PSC funds, **IGNORE** the instructions on page 4 in #7 of the CreateTravel-Authorization, which states, “**Note: If an employee is a member of PSC, then select only PSC Expense Type.**” Please select “Non PSC” if your travel is being paid for by the Provost’s Office Faculty Travel account.