Barnard College
Faculty Conference Travel Grants
Guidelines
Effective 07/01/2015

Barnard College funds for scholarly presentation and conference travel are available only for full-time officers of instruction. An application and expense report is required for each scholarly presentation and conference attended.

**Beginning in July 2014,** the two-year amount for faculty conference travel will be $4800 (averaging $2400 per year). Officers of instruction who participate in conferences outside the continental U.S. may apply for an international supplement of $1000. Eligible reimbursable expenses include domestic and international travel associated with scholarly presentations and conferences, and include hotel, meal, incidental travel, and registration costs. For faculty whose single trip reimbursable expenses exceed the annual cap, additional funds may be granted if pre-approved by the Provost. Grants are subject to available funds.

A full-time officer of instruction is entitled to support for scholarly presentation and conference travel where the faculty member is speaking, discussing, or chairing a panel. Reimbursement for travel to conferences or scholarly venues that do not involve speaking, discussion, or chairing must be approved by the Provost and cannot be assumed. In these cases, the faculty member must demonstrate that attendance at the meeting or scholarly venue is valuable to their scholarly or professional career, and approval will be granted based on budget.

Mileage is reimbursed at the rate established by Barnard College Finance & Operations. Lodging is reimbursed according to caps established by the U.S. General Services Administration (GSA). Please consult the GSA website. Food is reimbursed at a per diem offset rate of up to $100 per day.

**Prior to travel,** the faculty must submit a letter of invitation or a conference program and a completed [Faculty Conference Travel Grants Application Form](#) to the Office of the Provost. Paperwork must be submitted in hard copy. Requests for funding of faculty conference travel must precede the professional meeting in which the officer of instruction is a participant by at least two weeks.

**Following travel,** faculty must complete a travel expense reimbursement form and submit it, along with all of the original receipts (not copies), to the Office of the Provost (Milbank 110). For domestic and international travel, use the [Faculty Conference Travel Grant Expense Report](#). Additionally, for international travel, please complete the Barnard College Finance & Operations’ [Travel & Expense Report Foreign Form](#), to be submitted with the Expense Report. Paperwork must be submitted in hard copy. Original receipts must be taped, single-sided, to 8.5x11 sheets of paper. Please do not staple receipts to the paper.

Expenses will be reimbursed when all forms and **original receipts** are submitted within 30 days of the trip. Receipts submitted after 30 days may not be reimbursed. If it is not possible to include a receipt, then bank statements must be included.

**Faculty** must specify on the Faculty Conference Travel Grant Expense Report to where they would like their reimbursement check delivered. The default is their department’s office; however, the check can also be direct deposited or mailed to the faculty member’s home address.

When possible, please use your p-card. If a p-card is used, please specify these expenses on the Expense Report and use the word "Provost" in the reconciliation description when entering transaction information on the CentreSuite website. Please leave the account number blank on the CentreSuite website. If you have any questions with regard to the use of your p-card, please contact Christina Johnson cjjohnson@barnard.edu.