Barnard College
Faculty Conference Travel Grants
Guidelines
Effective August 2018

Barnard College funds for scholarly presentation and conference travel are available only for full-time officers of instruction on a multi-year appointment. An application and expense report is required for each scholarly presentation and conference attended. **Reimbursements are not guaranteed for monies spent prior to the approval of the application.** Faculty Conference Travel Grant

Applications must be received by the Provost’s Office two weeks prior to the conference.

The one-year (July 1st through June 30th) amount for faculty conference travel is $2,900.00. These funds do not carry over year to year. Eligible reimbursable expenses include domestic and international travel associated with scholarly presentations and conferences, and include hotel, meal, incidental travel, and registration costs. In unique circumstances, additional travel funding may be available. Requests for additional funding above the $2900 cap should be may made to the Provost at the time the application is filed with the Provost’s office.

Full-time officers of instruction on a multi-year appointment are eligible for 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. 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.

Prior to travel, the faculty must submit a letter of invitation or a conference program and a completed Faculty Conference Travel Grant (FCTG) Application Form to the Office of the Provost. A separate application for each conference to be attended must be completed.

Following domestic or international travel, faculty must complete the FCTG Expense Report, located on the Forms & Guidelines page, and submit it, along with all of the original receipts (not copies), to the Office of the Provost (Milbank 110). Paperwork must be submitted in hard copy. Original receipts must be taped, single-sided, to 8.5 X 11 sheets of paper. Please do not staple receipts to the paper.

**PLEASE NOTE THE FOLLOWING INFORMATION ON REIMBURSEMENTS:**

- Barnard College only reimburses the cost of the Barnard faculty member’s portion of the receipt, unless it is work-related. Food is reimbursed at a rate of up to $100 per day. Please note we do not accept credit card receipts in lieu of the restaurant receipt without an explanation as to why the restaurant receipt is not available.
- Childcare expenses are a taxable expense and they are paid via stipend. These expenses must be listed on the expense report and are debited against your FCTG account, but are processed separately through payroll, given that reimbursement for such expenses are taxable to the recipient. In addition to the FCTG Expense Report you must complete a Faculty Action Form along with a record of transaction for childcare expenses and submit it to the Provost’s Office for review.
- Lodging is reimbursed according to caps established by the U.S. General Services Administration (GSA). Please consult the GSA website.
- For mileage reimbursement, please provide a printout from MapQuest, Google Maps, Yahoo! Maps, etc. explaining how far you drove. Current mileage rates are set by the IRS. The 2018 rate is 54.5 cents per mile for business miles driven. Please note the College does not reimburse for
gas if one requests reimbursement for mileage. Fuel purchased for private vehicle usage is included in the Federal Mileage Reimbursement Rate.

- Barnard College is tax exempt; therefore sales tax should never be included in amounts to be paid or reimbursed. Tax exempt forms should be obtained from Accounts Payable before purchases are made. The forms are also available on myBarnard under myFinance Tax Exempt Form. Please note, that this is true for the purchase of goods and services (restaurant meals are an exception) in New York State and for goods shipped to a New York State address; however, if a faculty or staff member purchases items outside of New York State and is charged sales tax, the College will reimburse for those taxes paid.

- Faculty must specify where they would like their reimbursement check delivered on the FCTG Expense Report. Direct deposit is the most efficient way to receive reimbursement. Please be sure that you are registered with Accounts Payable for direct deposit by sending an e-mail to apayable@barnard.edu. You must be signed up with accounts payable (different from payroll) to receive reimbursement through this method.

**PLEASE NOTE THE FOLLOWING INFORMATION WHEN USING A COLLEGE-ISSUED CITIZENS BANK MASTERCARD OR “P-CARD”**

- P-Card receipts should be taped to a separate piece of paper from the non P-Card receipts and noted on the Expense Report
- In addition, all P-Card expenses should be noted on the CentreSuite website. The most effective way to enter transaction information on CentreSuite is to use the word “Provost” in the reconciliation description and enter the account number as all zeroes and dashes. If you have any questions with regard to the use of you Citizen’s Bank MasterCard (P-card), please contact Purchasing’s Christina Johnson at cjohnson@barnard.edu.

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.

Also, please note that the Barnard fiscal year ends on June 30th of every year. For all trips taking place in June, the Provost Office must receive your expense report no later than July 1st in order that your expenses be charged to your outgoing fiscal year FCTG travel allotment.