Faculty Travel Program Guidelines

**Notice:**

- For FY21 only, eligible employees will be allowed two trips/presentations at $900 each (which cannot be combined) and eligible employees with active awards will be allowed three trips/presentations at $900 per trip (which cannot be combined).

- All travel requests must align with current SIUE COVID guidance.

- Procedures regarding travel outside the continental United States using state accounts to supplement travel costs are in effect until further notice. No travel to countries designated Level 4 at the time of the travel request will be approved.

- Please contact siueresearch@siue.edu with any questions.

**Program Description**

The Research and Development (R&D) Fund provides limited travel support for major paper presentations. A major paper is defined as (1) one refereed by an external professional peer group or (2) one that is invitational, the invitation resulting from recognition of the researcher’s professional status by external peer group. (The latter need not be refereed, the invitation being adequate to define the paper as a major paper.) Funding is granted for:

- Travel from within or outside the U.S.* up to a maximum of $900. (Matching funds are not required from the chairs or deans.)
- A maximum of two trips per fiscal year per faculty or staff member who has one or more active externally sponsored grants. All other faculty and staff are eligible for one trip per fiscal year.
- In the case of multiple authors on a paper, poster, or presentation, R&D funding will be limited to support only one of the authors. Faculty mentors may, however, apply for funding to accompany a graduate student to present shared research.
- Applications must be submitted electronically through Kuali Build Faculty Travel Application at least 10 working days before the event/departure date.

* Travel Outside the Continental U.S.

- State funds provided for a trip outside the continental United States may not exceed what is typically needed for national travel (not greater than $2500 per individual per trip). Any cost beyond this may be from Foundation funds at the discretion of the School/College Dean, Graduate School Travel Program, ICR funds at the discretion of the School/College Dean, or is the responsibility of the traveler. Travel funds derived from externally funded grants and contracts are excluded from this cap.

- If traveling outside the U.S., SIUE employees are subject to federal export control regulations. View the guidelines regarding export control regulations and licenses and
submit the appropriate paperwork before departure. **An Export License or a completed Temporary Export Form** must be part of the application for Graduate School travel funding support for international travel. **Laptops, PDAs/cell phones, digital storage devices, data and software are subject to federal export controls regardless of the reason for travel.** Visit the [Export Controls Website](#) for more information about how export controls apply to your trip, as well as information about an export license and the Temporary Export Form.

- **Clean Laptop Program for International Travel** SIUE’s ITS has developed a program for international travelers to obtain clean laptops for use while they are abroad on SIUE-related business. The laptops will provide both you and the University extra security in the event that the laptop is compromised and will assist both you and the University with maintaining export control compliance. Below is the procedure. To request a Clean Laptop for travel abroad, do the following - Email Sheryl Lauth in ITS at slauth@siue.edu AND help@siue.edu. Include your name, eID, the date needed, and date to be returned. Allow at least a week to prepare the laptop for travel. ITS has a limited availability and requests will be processed on a first come, first serve basis. The length of checkout should not be longer than a month. If you must keep it longer, specify the reason in your request email. Note that ITS may be unable to accommodate your request. VERY IMPORTANT: Upon returning to the United States, your password will need to be changed as soon as possible. DO NOT CHANGE YOUR PASSWORD ON THE TRAVEL LAPTOP.

**Conditions**

Travel funds are for the purpose of research dissemination at conferences or other professionally sanctioned activities. Requests to give presentations at other universities, unless part of a recognized conference, are generally not supported. Similarly, administrative functions at professional meetings, such as panel chairs and organizers, are generally not supported.

All requests for travel support **must** be received **at least 2 weeks or 10 working days prior to date of departure**.

Reimbursement cannot be provided for expenditures made prior to approval of the application for funding.

**Eligibility**

Faculty and staff with continuing full time appointments may apply for R&D funds. Staff members must have an active grant to be eligible to apply. Emeritus faculty may be eligible; see Participation of Emeritus Faculty in Graduate Education and Research.

**Application Procedure**

All applications must be made electronically through the Kuali Build [Faculty Travel Application](#). Requests must be submitted electronically a minimum of 10 working days before the event/Departure date.

The following information/documents will be needed to complete a travel request:
- a **copy of the abstract** of the paper or poster to be presented (typed or copied in electronic application)
- **documented proof showing clear indication of peer review or special invitation.** In those cases in which documentation of peer review cannot be presented, applicants may submit a statement indicating the significance of the requested event for chair review and certification that the presentation is accepted in tenure and promotion decisions and performance evaluations. (file upload)
- a copy of **notification of acceptance** (file upload)
- a **detailed budget and justification** (information required in electronic application)
- (if traveling outside the continental U.S., an **export control license or completed Temporary Export Form**

Application may be submitted at any time through the electronic application process. Reimbursement cannot be provided for expenditures made prior to approval of the application for funding. Applications must include appropriate supporting evidence, including a detailed budget and budget justification that includes per diem estimates, taxi and mileage estimates, registration fees, lodging, airfare, etc.

If approved, the Graduate School will transfer the funds to the unit. Transfers will occur on a quarterly basis to a non-state account (January, April, July, and October)

Any questions concerning eligibility for travel may be directed to Diane Cox at x5886 or diacox@siue.edu. Questions concerning funds transfers and financial reports may be directed to gradschoolaccounts@siue.edu.

**Review Procedure**

The Graduate Dean makes all final decisions regarding the use of R&D funds. The Graduate Dean may refer applications to the Graduate School's RPAB for recommendation.