

UF ISE
Faculty and Student Travel Support Policy
August 1, 2018

[Motivation]

The ISE Department seeks to support faculty and student research dissemination and exposure through participation in scholarly meetings and professional conferences.

[Definition]

This policy puts in place an approach to Department subsidy of faculty and student travel, based on research output. Given the diversity of research interests represented in the Department, an allocation of a fixed amount of travel funds will be made for each permanent faculty member on an annual basis without identification of a target meeting or conference.

[Opportunity]

In each fiscal year, \$1500 will be allocated for use by each faculty member to fund domestic conference travel for the faculty member or a current graduate student under the faculty member's supervision. (This amount may be increased in future years to reflect inflation of travel costs.) The primary target for this support is faculty or student travel to a meeting for which grant funds were not specifically requested as part of a proposal budget, or in the case of an agency not providing funding for travel to disseminate research project results. The Department funds can be applied across travel to multiple meetings or to support multiple students with a cap of \$1500 during a fiscal year. (Support for graduate student travel for participation in doctoral colloquiums as part of major discipline meetings can be requested in addition to the identified travel allocation.)

[Requirements]

Requirements for faculty use of the Department travel support allocation include the following:

- (1) Any faculty grant funds budgeted for specific conference travel must be expended before requesting additional Department support for the same travel (e.g., a situation in which a grant budget is no longer sufficient for travel to a meeting identified in the grant proposal).
- (2) Any faculty member currently on "startup" must have expended any travel fund allocation through their startup-package prior to requesting additional Department travel support.
- (3) Any faculty member currently holding overhead (211) or residual (212) funds must make use of these funds prior to requesting additional Department travel support.
- (4) In supporting graduate student conference travel, a faculty member must confirm for the Department that the student is in the second (or a subsequent) year of their academic program.

[Process]

The use of the Department travel support allocation is limited to justifiable, allowable and reasonable costs. All faculty and students are responsible for completing their own travel authorization forms. Department staff have developed an integrated authorization and reimbursement form for this purpose. All faculty and students having completed travel are also responsible for preparing receipts and records for reimbursements. The Department Assistant Director for fiscal functions will track faculty and student expenditures to allocations.