

# MONMOUTH UNIVERSITY

## Faculty Travel Funding Frequently Asked Questions

***There are two travel coordinators, one appointed by the Provost (and known as the Provost Travel Coordinator (“PTC”) and one appointed by FAMCO (and known as the Faculty Travel Coordinator (“FTC”). The FTC will be available to assist faculty in the application process. The PTC shall make an initial determination as to the validity of each travel application.***

### **Who may apply for professional travel funding?**

All full-time faculty (who are not also assistant deans, associate deans, deans, department chairs, graduate assistants, head librarian, part-time faculty, provost, president, vice presidents, and visiting faculty) may apply for funding to be used to reimburse “*authorized reasonable expenditures*” incurred while participating at professional meetings or conferences.

### **How many days in advance of the start of my conference do I need to submit my request for faculty travel?**

Requests for travel may be submitted by the faculty member no later than 30 days prior to the start of the travel. Requests submitted after the deadline shall not be considered unless accompanied by documentation demonstrating that the invitation to attend the professional meeting or conference was not received until after the deadline and that the application was submitted within ten (10) days of the receipt of the invitation or for other demonstrated good cause as determined by the Travel Coordinators. In no event shall travel funds be awarded subsequent to the actual travel taking place.

### **What is the process for to request travel funding?**

Applications for travel shall be made in writing to the department chair for approval, who shall forward it to the Provost Travel Coordinator, Wilson Hall Room 206. If the PTC determines that the application is valid and complete and approved by the Department Chair, and that sufficient funding exists to fund the request, the PTC will recommend approval of the application to the Provost. If the PTC determines that the application is invalid, the PTC and the FTC will jointly consider the merits of the application, communicate with the applicant, and make a joint recommendation to the Provost. If the PTC and the FTC cannot agree upon a joint recommendation to the Provost, each will file his/her own recommendation with the Provost. The Provost has final approval authority.

### **Where do I find the form to apply for travel funding?**

The [Faculty Travel Request Form](#) is available on the MU Portal and the Faculty Travel webpage and is a downloadable, fillable PDF form.

### **What documentation do I need to submit as part of my request for faculty travel?**

Documentation depends on the type of the applicant’s participation. To participate or conduct a workshop, serve as a panelist, officer or chair a session—include the invitation or documentation indicating you are the organizer or officer. To present a paper—include proof of acceptance and the abstract. For non-participation, documentation indicating you are attending the meeting is required.

**What happens to my request if it is incomplete?**

The PTC will contact the faculty member and ask for the missing documentation, which should be provided in a timely manner in order to have a complete request for consideration by the 30-day deadline. If the request is incomplete because the Department Chair has not acted on the request, the PTC will contact and remind the chair to expedite the request. A delay in the chair's approval will not impede the request from being considered.

**How can I know in advance if my travel expenses are "authorized reasonable expenditures" so I can be sure to be reimbursed?**

All travel expenses must be in accordance with the [Monmouth University Travel, Entertainment and Food Policy](#) for employees. It is the responsibility of the faculty member to read and understand the policy, since the University has the right to question any travel receipt that appears to be excessive or otherwise violate the policy. In addition, faculty members will be responsible to justify reimbursement in accordance with the policy prior to reimbursement.

**What is the deadline for reimbursement?**

In order to be reimbursed, you must submit an [Employee Travel Expense Voucher Form](#) with all original itemized receipts attached to the PTC within twenty (20) business days of return from travel, as specified in the MU Travel, Entertainment and Food Policy.

**How much funding is available per year to each full-time faculty member?**

For Professional Enrichment (for example, attending conferences, lecture series, continuing education, workshops, or meetings that add to professional knowledge), faculty may apply for up to \$500.

For Active Participation (such as presenting a paper, workshop, or artistic presentation; or serving as a panelist, respondent, session moderator or officer), faculty may apply for up to a total of \$2,000 per fiscal year.

**How is a faculty member's remaining travel allowance determined?**

A faculty member's remaining travel allowance in any given fiscal year shall be calculated based upon actual expenditures of travel monies paid out by the University and not by the estimated expenditures set forth in the faculty member's travel application(s).

**Can travel funding be increased for a conference in one year by combining funding from other years?**

Under special circumstances with the approval of the PTC and/or FTC and the Provost, a faculty member may exceed the \$2,000 annual limit for travel. Such special circumstances must be presented in the faculty member's travel application based upon the location, nature and importance of the travel to the faculty member and the University. A faculty member may not exceed \$4,000 in such travel costs in any one year and any travel costs which exceed \$2,000 shall be deducted from that faculty member's travel funding eligibility for the following year. A faculty member may not use this provision to fund travel more frequently than every third year.

**Who can I contact if I have general questions or need assistance with the request process?**

Karen Van Wallendael  
Provost Travel Coordinator (PTC)  
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