

## I - FACULTY TRAVEL TO ENHANCE SCHOLARSHIP, PROFESSIONAL DEVELOPMENT & DISSEMINATION OF KNOWLEDGE

### **A. Faculty-Initiated Travel:**

SSW will make available for each tenure-track and non-tenure track faculty member a sum of up to \$3,000 each fiscal year – prorated for appointments less than full-time - for appropriate travel and business expenses associated with the presentation of research or other forms of knowledge dissemination consistent with appointment and attendance, at appropriate academic and scholarly conferences and events, or for appropriate travel and business expenses associated with individual professional development. These funds can be used as follows:

- Up to \$1,500 to be used for travel that is relevant to the faculty member's area of research, teaching, or other professional development. This \$1,500 may be used at the faculty member's discretion.
- Another \$1,500 may be used for dissemination of a faculty member's research or other form of knowledge dissemination consistent with rank and relevant to the faculty member's area of scholarship. Consequently, evidence that the faculty member is presenting at the conference is required in order to access these funds. It does not matter what order the travel comes in, as long as the faculty member presents research results or other forms of knowledge dissemination at one conference during the academic year.

In sum, if a faculty member presents research results or other forms of knowledge dissemination in at least one conference in the fiscal year, they may use up to \$3,000 for travel and professional development. If they do not present research results at a conference within the fiscal year, the maximum permissible amount to be used for travel and professional development is \$1,500.

Faculty members who have extramural grants, or SSW start-up funds may use them to finance any additional travel or business expenses. School funds may not be carried over from one fiscal year to the next.

### **B. Other Faculty Travel**

Faculty members with specific program responsibilities, such as educational program Directors, Field Director, etc. and Search Committee members may be asked to attend social work conferences in furtherance of those duties. In these cases, no presentation at the conference is required, and the travel associated with the specific activity may not count against the \$3,000 limit. The Dean will make these requests and/or include the expectation in an annual letter outlining administrative duties.

To facilitate faculty leadership in social work educational and research organizations, SSW faculty members serving on CSWE commissions or councils may use up to \$1,500 in additional travel dollars per year to support attendance at related meetings. Faculty members should let the dean know of these appointments by email copying the SSW Director of Business Services.

### **C. To comport with University policy, SSW aligns with the following requirements for the types of travel indicated above:**

1. SSW does not require authorization in advance of travel, but the traveler is fully responsible for ensuring the requested travel is appropriate and meets all guidelines of the Rutgers University Travel Policy (policy [40.4.1](#)) and the SSW Travel Policy. If the travel or any of the corresponding expenses associated with it do not meet the policy standards, the expenses will not be reimbursed. If there are any questions about appropriateness of a given trip or individual expenses, please contact SSW Business Services before travelling or incurring the expense.
2. No expenditures will be reimbursed until after travel is completed. Please see the exceptions for travel advances in number five, below. Should you wish to coordinate pre-payment (direct billing) for hotel accommodations or air travel, please contact SSW Business Services three to six weeks prior to date of travel.
3. Reimbursement requests must be submitted to the University Controller's Office within 60 days of travel, however, in order to meet this University deadline reimbursement requests must be submitted to SSW Business Services within 45 days of travel.
4. Travel notification must be provided to SSW Business Services in advance of international travel, but will not be required for domestic travel.
5. Any form of travel advance for travel and business expense must be accompanied by a Travel Order Form and must have all appropriate documentation for the expense as well as information about the trip itself. A travel advance request can be submitted at any time, but the funds will not be released until two weeks prior to the beginning of the travel period.
6. SSW Business Services will support large scale group registrations and travel arrangements to yearly conferences, the timing of which are dependent upon conference and/or vendor deadlines.

## II - FACULTY TRAVEL FOR INSTRUCTIONAL PURPOSES

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Subject to the availability of funds, SSW faculty members shall be reimbursed for travel costs when assigned to teach classes at locations other than their primary assigned campus if this assignment is further in distance from their home than their primary campus. Please note this does not apply to courses which faculty members choose to teach on overload. The reimbursement is based upon, and shall not exceed, the difference in mileage or public mass transit costs from the employees' home to the specific non-primary campus assignment as compared to the mileage or public mass transit costs from the employees' home to their primary campus office assignment. The following example is intended to illustrate this policy:

Professor A has an assigned office and teaches on the New Brunswick campus which is 10 miles from Professor A's home. Professor A accepts a teaching assignment on the Camden campus which is 40 miles from his/her home. Professor A is then eligible to receive reimbursement at the University approved mileage rate for 30 miles each way, or sixty miles round trip, for each class taught. With respect to mass transit, if Professor A's train fare is \$12 per round trip to his/her office in New Brunswick but is \$22 per round trip to his/her class in Camden, Professor A may be reimbursed for the difference of \$10 per class.

Faculty members seeking such reimbursements are required to submit reimbursement requests monthly including Google or MapQuest documents reflecting mileages to each location or receipts and public transit fare schedules for public transportation as appropriate within 45 days of the completion of travel for each class.

## III - FACULTY AND STAFF TRAVEL FOR ADMINISTRATIVE PURPOSES

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*It is expected that most meetings will use distance communication technology to reduce the need for inter-campus travel.* For meetings that require in-person attendance, faculty members and staff shall be reimbursed for travel and business-related expenses connected with assignments necessary for the SSW operations and activities. Specifically, the travel costs for faculty for all legitimate School-related events to which they are invited or expected to attend on a different campus than they are primarily assigned (attendance at faculty and faculty committee meetings, student orientation, School sponsored lectures, travel associated with chairing a Ph.D. dissertation committee, etc.) will be reimbursed without the need for prior notification. The amount of reimbursement for such travel will be computed in accordance with the method described above for reimbursement for travel for instructional purposes. We will continue to encourage use of technology for multi-campus meetings where reasonable and appropriate.

Travel reimbursement for any other administrative purposes for faculty and staff must be for assignments and activities directed and approved by the Dean of the SSW. Questions as to whether specific planned travel is reimbursable should be directed to the Associate Dean for Finance and Administration or Director of Business Services. All other University policies for travel reimbursement must be adhered to and expense reimbursement requests submitted within 45 days of travel. Please work with SSW Business Services directly in this regard.

## IV - GRANT AND CONTRACT SUPPORTED TRAVEL

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Principal Investigators (PIs) may have established budget allocations provided through sponsored projects (grants/contracts) for business travel purposes for themselves and their staff/collaborators. Pre-approval as evidenced by an email should be granted prior to travel (PI should pre-approve all travel for staff/collaborators) and should be attached to expense reimbursement requests or to travel advance form when requesting pre-payment. PIs are responsible for the availability of funds to support this travel and should work directly with their grants/contract contact in SSW Business Services to confirm funding levels. Doing so ensures effective budget planning and compliance with regard to sponsored project requirements.

## V. Ph.D. STUDENT TRAVEL

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Ph.D. students may apply for up to \$1,000 annually to support travel to conferences at which they are presenting research findings. Written pre-approval is required from the Director of the Ph.D. Program and the faculty supervisor. Ph.D. students approved for travel funding should submit expense reimbursement requests attaching copy of written approval. Priorities for student travel reimbursement approval include approved presentations at CSWE, SSWR and other related professional conferences. Presentations may involve other faculty, students or just the student requesting travel reimbursement.

## VI - INTERNATIONAL TRAVEL

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It is imperative that anyone engaged in international travel notify both SSW Business Services and Rutgers Global (GAIA) prior to undertaking the trip. Both SSW and University must be aware of travel plans and contact information during the course of the trip. Notification of should be run through the RU Department of Risk Management & Insurance (click [here](#)). The individual creates an account on MyTrips Travel and reports each international trip for review prior to taking the trip. The RU International Travel Insurance request (click [here](#)) must also be submitted at least two weeks prior to the trip departure. When submitting the required ISOS Medical Template to Matt Spaventa please copy Dan Boyle in SSW Business Services so that payment can be facilitated.

In addition, if you have a SSW provided cellular phone and require international service to be added to your plan, please contact SSW Business Services at least two weeks prior to your departure.

## VII - SUMMARY

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Under the policies noted above, the Dean has responsibility for the allocation of funds in the context of her overall budgetary responsibility, the individual traveler has responsibility for the appropriateness of the travel and expenses associated with it, and SSW Business Services staff have responsibility for reimbursement processes. Allocated travel funds are available for travel periods that occur within the fiscal year only, and may not be carried over to future years. Reimbursement requests for a travel period that occurs in the next fiscal year, whether requesting a travel advance or otherwise, are relevant to the funding available for the fiscal year in which the travel occurs. Travel that begins in June and ends in July will normally be processed toward the fiscal year associated with June.