

# FACULTY DEVELOPMENT - PROCEDURE

Welcome to the Faculty Development Request page. This guide outlines the steps for submitting a request for faculty development funding. (Department funds should be used first.) Please follow the instructions below to ensure a smooth and timely processing of your request. It is recommended you complete pre-approval before signing up for your activity.

## PROCEDURE - PRE APPROVAL

- ☐ complete the faculty development request form
- ☐ provide conference information and cost breakdown (please include as much conference information as possible)
- ☐ submit all related documents to the Special Assistant to the Dean within your college (CHS - **sfmiko@marywood.edu** or REAP - **rgrasso@marywood.edu**)
- ☐ if this activity is approved, you will receive a confirmation email, along with a due date for reimbursements

## PROCEDURE - POST APPROVAL

- ☐ the following items will be needed in order to receive reimbursement (within 2 weeks after activity):
  - ☐ receipts for all expenses (alcoholic beverages are not reimbursable; please refer to travel policy for additional information on reimbursement for travel related expenses)
  - ☐ completed and signed travel reimbursement form
  - ☐ proof of attendance
  - ☐ summary/reflection of activity
- ☐ All documents to be submitted to **sfmiko@marywood.edu** or **rgrasso@marywood.edu**

Following these steps will ensure that your request is processed efficiently. Please don't hesitate to reach out to the Dean's office with any questions.

# FACULTY DEVELOPMENT - PRE APPROVAL

Name:	Department:
Amount Requested:	Date of Request:
Activity Location: Online <input type="checkbox"/> In-Person <input type="checkbox"/> _____	Date of Activity:

Status	Academic Rank
<input type="checkbox"/> Prof. of Practice <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure-Track	<input type="checkbox"/> Asst. Professor <input type="checkbox"/> Assoc. Professor <input type="checkbox"/> Instructor <input type="checkbox"/> Professor

Please describe the activity for which you are requesting funds (title of work, or name of conference). **Please attach a copy of any and all documentation related to this activity.**

Activity Category (Select all that apply)	Activity Expenses
<div>-Certification/Licensure <input type="checkbox"/></div> <div>-Commentator/Moderator/Panel/ Roundtable <input type="checkbox"/></div> <div>-Research or Creative Endeavor <input type="checkbox"/></div> <div>-Workshop/Conference Attendance <input type="checkbox"/></div> <div>Are you presenting? <input type="checkbox"/> Abstract <input type="checkbox"/> Paper <input type="checkbox"/> Poster <input type="checkbox"/> Speech/Keynote</div>	<div>Registration, Tuition, or Fees: \$ _____</div> <div>Transportation: \$ _____</div> <div>Lodging: \$ _____</div> <div>Meals: \$ _____</div> <div><b>Total:</b> \$ _____</div> <div>All Members Attending this Activity? <b>(please list name and department)</b></div> <div></div>

Please describe how this activity will benefit your college, your professional development, and continuing scholarly agenda. This should align with the goals from previous years FARs. (Please note you will be expected to follow up on this post-activity.)

# FACULTY DEVELOPMENT - SIGNATURES

**FACULTY AGREEMENT:** I AGREE TO THE TERMS OF POLICY AND PROCEDURE PUBLISHED IN THE FACULTY HANDBOOK AND THE UNIVERSITY'S TRAVEL POLICY.

Signature: \_\_\_\_\_

Faculty Member

**DEPARTMENTAL AUTHORIZATION:** This proposal is coordinated with the goals of the Department.

Signature: \_\_\_\_\_

Department Chair (If the proposer is the Chair, signature of the Dean)

**AMOUNT APPROVED:** \_\_\_\_\_

Signature: \_\_\_\_\_

Dean

PLEASE EMAIL COMPLETED FORM WITH ALL APPROPRIATE SIGNATURES TO THE DEAN'S SPECIAL ASSISTANT WITHIN YOUR COLLEGE (CHS - **SFMIKO@MARYWOOD.EDU**; REAP - **RGRASSO@MARYWOOD.EDU**)

NO LATER THAN TWO WEEKS AFTER THE EXPENSES WERE INCURRED, PLEASE COMPLETE, SIGN AND EMAIL THE MARYWOOD TRAVEL EXPENSE REIMBURSEMENT FORM ALONG WITH APPROPRIATE RECEIPTS TO THE DEAN'S SPECIAL ASSISTANT WITHIN YOUR COLLEGE (CHS - **SFMIKO@MARYWOOD.EDU**; REAP - **RGRASSO@MARYWOOD.EDU**)

# TRAVEL POLICY

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THE UNIVERSITY RESERVES THE RIGHT NOT TO REIMBURSE AN INDIVIDUAL FOR ANY EXPENSE FOR WHICH A RECEIPT IS NOT SUBMITTED TO THE FISCAL SERVICES OFFICE within two weeks following the completion of travel. Attendance at meetings and the travel form must be approved by the proper budget officer based on the budget being expended. Allowable expenses are described below. The most economical mode of travel is to be used. The University's Travel Policy also applies to all travel covered by grants and/or other sponsored programs.

**EXPENSES NOT SUPPORTED BY DETAILED VENDOR RECEIPTS WILL NOT BE REIMBURSED.**

## TRAVEL ADVANCES

Requests for travel advance by check should be made at least one week before needed. If an expense report is not filed within two weeks following the completion of travel, the advance will be charged to the personal account of the individual who received it. If expenses are claimed against a travel advance without detailed vendor receipts, the expenses will be charged to the personal account of the individual who received the advance.

## ALLOWABLE TRAVEL EXPENSES

Travel expenses include hotel, transportation, meals, parking, tolls, and registration fees. *Alcoholic beverages are not reimbursable.* The most economic mode of travel should be used and hotel accommodations should be adequate but not luxurious. Original vendor receipts are required within two weeks of the event. Visa, MasterCard, and other personal charge statements of accounts will not be honored. Object code 53520 is used for all travel expenses, except registration fees, which are charged to 53521.

## MILEAGE REIMBURSEMENT LIMITS

For individuals who use their own car for travel to/from professional meetings, car mileage allowance is paid at the current IRS travel rate for trips less than 100 miles per day. If traveling over 100 miles per day, rental from Enterprise, either with a Purchase Order or Marywood issued PNC Purchasing Card is suggested. Use of an employee vehicle is allowed but you will only be reimbursed the calculated rental car rate if less than mileage reimbursement less your daily commute mileage. Mileage reimbursement is calculated by taking the distance traveled less the employee's daily commute mileage to Marywood. If first driving to Marywood and returning to Marywood, then all travel mileage would be reimbursable. Maps or Personal Mileage logs are to be submitted as backup to Mileage entered on form.