To: All Faculty  
Department of Languages, Literatures and Cultures

From: Annette Giesecke, Interim Chair

Re: Departmental Support for Professional Travel

Date: August 21, 2015

Despite the fact that our supplies and expenses budget is still at the reduced level of 2011-2012, we consider it important to provide funds for professional travel during the 2015-2016 fiscal year.

As in the past, tenured, tenure-track, and continuing track faculty members who are presenting a paper at a major conference or professional meeting and who have definite rather than tentative commitments—i.e., an accepted paper or an invitation to speak—may apply for travel support funds. Due to the reduced travel support budget, funding may only be available for faculty who are presenting papers, not necessarily for those who are chairing sessions, participating in a panel discussions, etc.

Using the above criteria, an effort will be made to fund faculty members for a portion of the cost for one conference up to a maximum of $900. If possible, some additional reimbursement may be provided for participation in a second conference. For an international conference being held outside of North America, total reimbursement will not exceed $1,200 per faculty member in the 2015-2016 fiscal year.

**Very Important:** UD’s professional travel program requires all travelers to use a Cash Advance Card (CAC) which is issued by Bank of America. As soon as you receive notice that your travel will be funded by the department, Jissell Martinez will submit a web form authorizing that the allocated funds be put on a Cash Advance Card. Within 30 days of making a purchase, you will be required to acknowledge and approve all charges made to your university credit cards in the “Works System.” Itemized receipts for all expenses, including meals and taxis, must be presented during this process. **This policy requires that you reimburse UD for any charges that you make without obtaining a valid itemized receipt. Be certain that you understand exactly how the new system works before you incur any travel expenses.** If you have questions please see Jissell Martinez, our new Business Administrator.

**Please submit your request for funds to support professional travel between now and May 31, 2016 on the attached form by September 15 or as soon as you receive an acceptance letter. Remember to attach the letter of acceptance.**

Attachment
REQUEST FOR PROFESSIONAL TRAVEL SUPPORT
Department of Foreign Languages and Literatures

Name: ______________________________________________________________________

Employee ID: ______________________________________________________________________

Date of Request: ______________________________________________________________________

Purpose of Trip: ______________________________________________________________________

Destination (city/state): ______________________________________________________________________

**Departure Date: ______________________________________________________________________

**Return Date: ______________________________________________________________________

Are you participating in a meeting or conference?

Yes____  No____

Name of conference: ______________________________________________________________________

_____ presenting a paper (please attach acceptance letter)

_____ other (explain below)

____________________________________________________________________

Estimate of Expenses:

Transportation $__________

Lodging $__________

*Meals $__________

Other (itemize) $__________

$__________

$__________

Total $__________

Amount approved: $

Signature ______________________________________________________________________

Date ______________________________________________________________________

All travel expenses must comply with the University Travel policy found at http://www.udel.edu/ExecVP/policies/financial/3-07.html. Mileage is reimbursed at $0.575 per mile.

*Total reimbursement limit for meals for this travel, upon presentation of receipts only, is: $__________

**These dates will be used to determine the period for which your Cash Advance Card is active.

Requested CAC__________ Received CAC__________ Issued CAC__________ CAC Returned__________