UWSP

**COLLEGE** **OF** **PROFESSIONAL** **STUDIES**

REQUEST FOR ASSISTANCE WITH PROFESSIONAL TRAVEL

Requests for assistance with professional travel must be submitted at least three weeks **prior** to the travel. It is unwise to undertake a trip for which you expect funding unless you have received notification that the travel assistance will be forthcoming from various offices. Any requests may be denied due to budgetary constraints.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P****RESENTATION** | | | |  | **NEW FACULTY TRAVEL** | | | | | | | |  | | **UNIT HEAD DISCIPLINARY TRAVEL** | | | | |  |
| Name: | |  | | | | | | | | Date: | |  | | | | School/Dept: | |  | | |
| Name of Meeting *(If applicable)*: | | | | | | |  | | | | | | | | | | | | | |
| State |  | | Regional | |  | National | | |  | | Location: | | |  | | | Dates: | |  | |
| Name of Presentation *(if applicable)*: | | | | | | | |  | | | | | | | | | | | | |

**1. Presentation**

The university believes that making professional presentations can be a stimulating experience which benefits the individual, students of the individual, the unit and the university. Therefore, the unit and the university provide financial support for faculty/staff making presentations at professional meetings. Normally, you can expect that about 75% of your expenses will be paid by a combination of your department, dean and the vice chancellor. For state meetings, only the department and the college participate in the funding, so a smaller percentage may be forthcoming for state meetings. **To apply for this funding,** fill out the information on this form and give it to your department chair for his/her commitment of funds. **Attach a copy of a program schedule, letter of acceptance for your scholarship and a per diem allowance calculation from** [UW TravelWIse](https://www.wisconsin.edu/travel/) **.**

**2. New Faculty Travel**

The purpose of this fund is to assist new faculty members in establishing professional contacts, and in setting the stage for their own scholarship. The university has committed that faculty or teaching academic staff may apply for one trip during their first two years. **To apply for this fund,** submit this form to your school/department chair and attach a statement describing how this travel will benefit your professional development as a faculty/staff member in your unit. Your unit head will be asked to confirm that your professional development goals are in keeping with the goals within the unit.

**3. Unit Head Disciplinary Travel**

Each CPS unit head will be supported by the college in representing the unit/college at yearly meetings, to participate in the discipline’s directions and/or to recruit for faculty. Subject to availability of funds.

4. **Attendance at Professional Meetings**

Some funding is normally made available to members of a unit from the unit’s travel budget. Because of the small amount, most staff use these funds for in-state meetings. The unit head is responsible for these funds. There are no matching funds from the college or VC, but sometimes the UPDC supports attending workshops.

## ESTIMATED FUNDING COMMITMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| **2021-22** | **UNIT** | **CPS** | **VC\*** |
| Faculty Presentation (beyond the state) | 10% or more | 30%  up to $1000 yrly(500 each trip) | 30%  up to $800 yrly($400 each trip) | |
| In-State Presentation (includes all VIRTUAL) | 10% or more | 30% | 0% | |
| New Faculty | 25% | 30% | 20%  up to $200 | |
| Unit Head Disciplinary Travel | Varies | $1000 | 0 | |
| Attendance (general) | Varies | 0 | 0 | |
| Accreditation Travel (during the year prior to an accreditation site visit or required travel for seeking initial accreditation) |  |  | 100% | |

**AMOUNT REQUESTED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Estimated** |  | **Actual\*\*** |
| **Travel** |  |  |  |  |
| **Lodging** |  |  |  |  |
| **Meals** |  |  |  |  |
| **Fees** |  |  |  |  |
| **Misc.** |  |  |  |  |
| **Total** |  |  |  |  |

\*\*Commitments will be adjusted to reflect actual expenses after the travel is completed if the difference between estimated and actual expenses varies by $100. Completed PerDiem allowance calculation from [UW TravelWIse](https://www.wisconsin.edu/travel/) must be submitted with request.

FUNDING COMMITMENTS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Amount |  | Signatures |  |  | Date |  | Adjustments\*\* |
|  |  |  |  | Sch/  Unit |  |  |  |
|  |  |  |  | Dean |  |  |  |
|  |  |  |  | VC |  |  |  |

**A “travel reduction” in the e-reimbursement expense report will be required for all expenses that exceed the approved amounts.**

**Approved form to be uploaded into e-Reimbursement in “Travel Authorization” tab for all out of state travel prior to travel. Please review the default account funding code and make changes as needed to reflect account(s) listed below.**

**Fund:**       **Dept:**       **Program:**       **Project:**       **% or Maximum $ Amount:**

**Fund:       Dept:       Program:       Project:       % or Maximum $ Amount:**

\*The Office of the Provost & Vice Chancellor (P/VC) will provide travel support to faculty and academic staff as outlined below:

1. For **scholarly presentation**: 30% of actual cost, not to exceed $400 per trip ($800 maximum/person/year). Support from the P/VC has traditionally been equal to the approved college support.
2. For **panelist, critics, or session chairs**: 20% of actual expense or $250, whichever is less.
3. For **new faculty (only)** to travel to attend an appropriate professional meeting: 20% of actual cost or $200, whichever is less (one trip only during faculty member’s first two years). If the new faculty member qualifies under items one or three above, *that* rule will apply.
4. **Unpaid & unreimbursed association officer**: 15% or $200, whichever is less.

The P/VC’s office does not typically fund in-state meetings. Considerations *may* be given for regional/national meetings held in Wisconsin.

Travel support from the P/VC’s office for academic staff (all categories) will be determined on a case-by-case basis.\* Requests will normally be considered only if the following conditions are met: 1) appointment is .50 FTE or greater and 2) appointment is probationary, indefinite or fixed-term – renewal notification. When limited resources are available, funds for travel will focus on faculty. To assist the Provost/Vice Chancellor in determining travel support for academic staff, justification must accompany the travel request to include information as follows: type of appointment (instructional vs. noninstructional), length of employment as UWSP, % FTE, plans for future employment, and whether individual received travel support from the Vice Chancellor’s office in the past.

* Effective fall of 2011 – Travel during the year prior to an accreditation site visit and required travel while seeking an initial accreditation will be paid 100% by Academic Affairs Office. Requests for travel should be directed first to the dean then to academic affairs.
* UPDC Grant Support available - located at: <http://www.uwsp.edu/acadaff/orsp/Pages/default.aspx>
* Please follow the guidelines and procedures for your travel arrangements using the guides provided by [UW TravelWIse](https://www.wisconsin.edu/travel/)