

Faculty Travel Guidelines and Reimbursement Reminders – August 2015

The Faculty Travel Fund—the non-ASC fund:

1. This fund is for the presentation of papers, participation on national or regional committees, or similar activities - it is not for research support.
2. Faculty Travel funds are not transferable across fiscal years.
3. Before traveling you should complete an Online Faculty Travel Authorization Form - <http://sites.allegheny.edu/facultyresources/faculty-travel-1/>.
4. You can request an advance through the Online Faculty Travel Authorization form, but..
5. It's generally easier to simply pay for trip expenses (airline tickets, hotel expenses) up front with your own credit card and then request reimbursement using a Travel/Entertainment Report form - <http://sites.allegheny.edu/forms/forms/travel/>.
6. Advances are only available for amounts exceeding \$1500 and will only be considered if the request is made at least two weeks in advance of your actual travel.
7. If your advance is received in one calendar year but your trip is in the next calendar year, the advance is considered taxable income. (In this case, either return the advance by reimbursing the college before December 31st, or don't ask for an advance until the new year.)
8. Please be aware of when the fiscal year ends - June 30 - be sure your Travel/Entertainment Report form and all the appropriate receipts are submitted before that date.
9. The date of your receipts determines which fiscal year they will be processed by Financial Services.
10. **Membership fees are not reimbursable** (though conference registration fees are).
11. Please tape your receipts to an 8 and ½ by 11" sheet—they will be sent back otherwise.
12. Please send travel/entertainment forms and receipts associated with faculty travel reimbursement to Terry Bensel (Box Z).

Academic Support Committee (ASC) Funds

1. Please review the criteria for fundable expenses listed in the *Handbook* and on the ASC website.
2. The same two forms (the Online Faculty Travel Authorization Form and Travel/Entertainment Report) should be used for nearly all funding occasions with ASC-supported projects.
3. Your ASC award letter dictates the terms of the reimbursement-i.e., what among your proposed expense items qualifies for ASC reimbursement, and in which fiscal year that reimbursement needs to happen.
4. ASC funds are not transferable across fiscal years.
5. ASC funds cannot be used for conference travel expenses, unless specifically approved by ASC in the original award.
6. If you receive a travel advance (only available for requests in excess of \$1,500) in one calendar year but your trip is in the next calendar year, the advance is considered taxable income. (In this case, either return the advance by reimbursing the college before December 31st, or don't ask for an advance until the new year).
7. Please be aware of when the fiscal year ends - June 30 - be sure your Travel/Entertainment form and all the appropriate receipts are submitted before that date.
8. The date of your receipts determines which fiscal year they will be processed by Accounting.
9. Please tape your receipts to an 8 and ½ by 11" sheet—they will be sent back otherwise.
10. Please send travel/entertainment forms and receipts associated with ASC funding to Terry Bensel (Box Z).