ALAN SHAWN FEINSTEIN COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES
FACULTY AND STAFF TRAVEL POLICY

Funding for academic and professional development travel is available through the Dean’s Office. To apply for funds, fill out the attached request form and forward it electronically to Associate Dean, Anne Seitsinger at anneseitsinger@uri.edu. Upon approval, the form will be returned noting the chartfield string needed for the Travel Authorization Form (TA).

Faculty

The Dean will support up to $2,000 annually for travel if the faculty member is presenting at a national or international conference as the first author, is acting as a symposium chair, or is travelling to speak to a potential funding agency where the grant or contract would be at least $100,000 per year.

Faculty members may take up to two personal days before and after the conference dates. Any personal days taken will not be financially supported by the Dean’s Office.

Note: All faculty are eligible to apply for Provost Faculty Development Funds, up to $300 per year. If approved, the Provost Office will provide a chartfield string that you will need to post on your TA. You should not complete your TA until you receive approval or denial of your request. Provost funds are approved on a first come, first serve basis and must be used within the current fiscal year.

Faculty members (except lecturers) are also eligible to receive approximately $200 each from their respective departments as part of the AAUP contract. These funds must be used within the current fiscal year.

Professional Staff

The Dean will support up to $1,500 annually for professional development. The event must pertain to current or expansion of current duties within the state or region.

Support Staff

The Dean will support up to $500 annually for professional development. The event must pertain to current or expansion of current duties within the state or region.

CEPS Travel Policy, September 2017
General Rules

Submit a Travel Authorization (TA) form **before** charging any travel expenses to your travel card. The TA should be submitted at least one month before your expected travel date.

Once the TA is approved, create a Travel Expense (TE) form. As you make charges to your travel card, you will receive notices that expenses need to be moved into your wallet. You will need to move these expenses to the TE form so that accounting can process the credit card payments. This should be done as soon as you receive the notice.

Submit the final TE within 2 weeks of your return. Hard copies of all original receipts must also be submitted to accounting.

If you will be combining business and personal travel into one trip, you must get **two** quotes from Short’s Travel. One for the conference dates and one for the actual dates of travel. Both quotes need to be submitted with the TE.

If you are travelling internationally, you **must** use URI’s travel agency, no matter the fund that is used. The traveler must also obtain international travel insurance by enrolling at [https://www.culturalinsurance.com/uri/](https://www.culturalinsurance.com/uri/). For more information regarding international travel, go to uri.edu/riskmanagement/international-travel-insurance/.

If you are requesting a car rental, complete the 'Rental Vehicle Justification Form' and attach it to your TA. The travel agent will book the car for you. URI has a corporate account with Enterprise and National Car Rental Agencies. For more information go to web.uri.edu/controller/faq-car-rental/.

There is a $1,500.00 limit per transaction and a $5,000.00 limit per month on your travel card. If you will be exceeding either amount you must contact the travel office ([travel@etal.uri.edu](mailto:travel@etal.uri.edu)) to request a one-time increase.

Food and beverages are **not** allowable charges to your travel card. Due to the $30.00 state per diem rate, food receipts are not necessary unless you are travelling on foundation funds (fund 401).

If you are travelling on third party funds, you must still create a TA. Use $0.01 as the total cost. You do not need to complete a TE.

If you do not have a travel card, you would need to use your personal credit card.

**For additional information on policies and procedures go to uri.edu/controller/travel/**.
Request for ASFCEPS Faculty/Staff Professional Development Funds

Name: ___________________________  Unit: ___________________________

Telephone Number: _______________  E-mail: _________________________

Brief description of request (if traveling, include purpose of travel, conference name, location, and travel dates).

________________________________________________________________________

Amount of request $ __________________

Requested by: _______________________

Traveler’s Signature  ___________________  Date: _______________________

Approved by: _________________________

Department Supervisor/Director  ___________________  Date: _______________________

Approved by: _________________________

Dean/Associate Dean  ___________________  Date: _______________________

Approved Chartfield String: __________________________

To be completed by Business Manager

If you have any questions, please contact Associate Dean Anne Seitsinger at anneseitsinger@uri.edu or 401.277.5468, Shepard Building, Room 206B, Feinstein Providence Campus.