

**POMONA COLLEGE
APPLICATION FOR FACULTY RESEARCH – CONFERENCE TRAVEL 2011-2012**

Applications Reviewed As Received for this Fiscal Year until April 30, 2012

Name: _____ Department: _____

Meeting: _____

Place: _____ Dates of Your Travel: _____

Participation: Presenter or Formal discussant Title of paper/poster/discussion: _____

Attendee, Chair, Officer _____

Travel Expenses: The College will normally pay only for the least expensive excursion fare available, for a round trip between major airports, up to a maximum of \$750 for domestic flights and up to an additional \$300 for international flights. A Saturday night stay will be supported when the total cost of housing and meals is less than the least expensive alternative airfare not requiring a Saturday night stay.

Lowest available fare: \$ _____ **Restrictions:** _____

Other Expenses: If you are presenting a paper or formal discussion, the grant will cover up to \$750 for hotel, meals and local transportation expenses. If you are attending, attending as an officer of a professional society or chairing a session, the grant will cover up to \$350 for the same expenses. If your registration fee exceeds \$300, please include an explanation justification for the added expense.

Hotel, meals, ground travel: \$ _____ **Registration:** \$ _____

Total Requested: \$ _____ (must be filled in)

Special Circumstances? _____

Would you be willing to speak with College alumni or friends on your trip? ___Yes ___No

I have read and agree to abide by the faculty travel policies and guidelines as outlined in the Pomona College Faculty Handbook.

DATE

SIGNATURE

DATE

DEPARTMENT CHAIR APPROVAL

(The department chair's signature indicates that attendance at the conference is appropriate for the faculty member and that suitable arrangements have been made to deal with his/her absence from campus.)

RETURN TO ASSOCIATE DEAN JONATHAN WRIGHT, ALEXANDER 226, POMONA COLLEGE

For use by Dean's Office:
Approval Amount Notification Sent Spreadsheet International Travel C/O

POMONA COLLEGE FACULTY TRAVEL/RESEARCH POLICY AND PROCEDURES

Policy

The purpose of this policy is to provide guidance for faculty regarding College research and/or travel-related expenses. The policy will apply to all departments and programs that use College funds for research or travel.

All travel and research requests must be approved **in advance** by the Chair. Travel to well-established international, national, and regional research or teaching conferences, as well as research proposals that are well documented and delineated, are eligible for funding. In the case of conference travel requests, the current limits on travel, lodging and meals, and registration will apply.

The fundamental concepts governing travel expense are:

- a) funding is available only on a pre-approved basis to a level approved by the Dean's Office or authorized in a budget established by an external funding source;
- b) every effort must be made to make travel arrangements that keep College and external funding source expenses to a minimum;**
- c) the traveler must provide original documentation/receipts to secure reimbursement.

Specific guidelines for applying for travel grants through the Dean's Office can be found on the Dean's Office website (www.pomona.edu/administration/academic-dean).

The primary responsibility for adherence to this policy rests with the faculty member, Research Committee and offices of the Associate/Assistant Deans. The Research Committee and Associate/Assistant Deans may elect to impose additional controls over travel expenditures beyond those required by this policy.

The College approves only expenses incurred in connection with travel/research that are appropriately documented by the faculty member. When an itinerary is altered to accommodate personal matters, the traveler is expected to pay any additional costs incurred.

Examples of generally acceptable and generally unacceptable expenses are shown below. Anything not covered in these examples should be discussed with the Associate/Assistant Deans, who may make exceptions after appropriate consultation.

Eligible expenses include the following:

- Travel by plane, train, bus, taxi, boat, and automobile
- Parking and toll road charges
- Fuel or mileage (not to exceed the cost of another form of transportation, such as flying)
- Hotel room and taxes, as well as breakfast if obligatory
- Meals (applicant only)
- Conference registration fees
- Special fees for certain events that have a professional development merit (requires budget justification)
- Equipment (please note that any equipment, including laptops, acquired with College money belongs to the College)
- Reasonable tipping (requires documentation for reimbursement)

Ineligible expenses include the following:

- Gifts
- Personal entertainment expenses (in-room movies, in-room mini bar, health club fees, etc.)
- Costs incurred by unreasonable failures to cancel transportation or hotel reservations
- Accident insurance premiums
- Airline club membership fees
- Excess baggage and storage charges
- Personal or family travel expenses (e.g., child care, pet care, newspapers, shoe shines, haircuts, toiletries, pharmaceuticals)
- Repairs for personal car
- Home office supplies
- Tickets for entertainment (e.g., movies, concerts, plays) except when the academic field and budget justification support the expense
- Penalties for violations of the law (i.e. parking tickets, speeding tickets.)
- Clothing, unless required for safety and/or specialized field work
- Bank charges for accessing personal funds
- Corporate charge card delinquency assessments
- Lost or stolen cash or property

Reimbursement Procedures

To be reimbursed for travel-related expenditures, you should obtain, complete, and sign a copy of the Pomona College Travel Expense Report within 30 days of travel, documenting all expenses as instructed in the award memo.

Foreign travel guidelines allow reimbursement of meal and hotel expenses at the per diem rate specified in the Department of State regulations (www.state.gov). If the hotel provides a receipt it must be used in combination with the meal per diem rate. Specific guidelines are available from the Business Office.