

DATE: September 15, 2010

TO: Members of Full-time Faculty Bargaining Unit and Department Heads

FROM: Frank Bartell
C. Donald Weinberg
Co-Chairs, Full-Time Bargaining Unit

SUBJECT: 2010-2011 Travel Fund

November 1 is the deadline for Faculty and Department Heads to apply to their Divisional Travel Fund Representative for reimbursement for professional meetings or “mini-courses” during the academic year, September 1, 2010 to August 31, 2011. Please indicate the event you are attending, when and where it will occur, and the amount of money for which you are applying.

The Travel Fund also covers transportation to “mini-courses,” short courses sponsored, for example, by accredited institutions or federal (i.e. NSF and NIMH), state, or private agencies for improvement of skills or advancement of knowledge within your disciplines. Tuition for mini-courses approved by the President or his designee is eligible for a forgivable loan under Article XIV.

Travel Fund provisions also include the following:

- The Travel Fund totals at least \$105,000 in 2010-2011, plus any funds left from the previous year.
- The Travel Fund Committee will announce the schedule of disbursements for travel by **November 15**.
- By **December 1**, money not assigned by November 15 shall be reassigned to divisions which have not had enough funds allotted to them to meet their requests for this year.
- Funds remaining at this point shall be pooled in a common, collegewide fund. Employees may apply to their committee for reimbursement from this fund on a “first come, first served” basis.

Divisional Travel Fund Representatives:

Division	Representatives	Phone
Counseling Center	Shawnya Bryant	8176
Economics & Business Administration	Mardi Holliday	6131
ESS (Library, Learning Lab, and Academic Computing)	Michelle Myers	8564
Humanities*	Frank Gaydos	8299
Life Sciences & Allied Health Services	Brian Renna	8602
Math, Physical Sciences & Engineering Tech	Geoffrey Schulz	8309
Social & Behavioral Sciences	Sonya Lott-Harrison	8546

The Divisional Travel Fund Committee (Divisional Representative plus other Representative Council members from that Division) has the responsibility for deciding upon criteria for the disbursement of the Division’s portion of the Travel Fund. Faculty who are **officers** in the national organization holding the meeting or who are **speakers** on the program are eligible to receive all expenses (transportation, registration, lodging, meals, tips, phone calls). **All faculty members** are eligible to attend one professional meeting per year and to receive reimbursement for one round trip fare by the most convenient and economical mode of transportation and for the registration fee.

Other applicable provisions of the FT Faculty Contract:

- Each Division will receive an initial allocation for 10 employees or \$1,000, whichever is more. Remaining funds will be distributed on a per person basis.
- All applicants are guaranteed the first \$150 of requested funds as long as Division funds last.
- Those using Travel Fund money must be identified on their badges and in the program (if they are participants) as affiliated with CCP. If they are not listed as affiliated with CCP, Travel Fund money may be denied.
- The membership on January 7, 2003, approved the following: The Full-time Faculty Travel Fund representatives from their Divisions, together with a Full-time Faculty representative from the Federation's Executive Committee, shall constitute a Travel Fund Board. Divisional Travel Fund representatives may consult the FT Travel Fund Board when considering an individual FT Faculty member's Travel fund request.

Once you have completed your travel, you must submit receipts promptly to your Travel Fund Representative. **If you receive an advance, your receipts must be in within 10 days.** In particular, travel occurring during one academic year (September 1-August 31) must be submitted by September 30 of the following academic year. Those traveling in the summer should take particular note of this rule.

It is of the utmost importance that you submit your application by the **November 1** deadline. Failure to do so may mean you will not be reimbursed for travel expenses to professional meetings.

If you have questions concerning the Travel Fund, please consult the Collective Bargaining Agreement, Article XII.F., Professional Leaves and Absences, or call the Federation Office (X8600).

* Forms for the Humanities Division **only** are available in the Union Office, Room BR-63.

rwb
c: Kelvin Hook