

POLICY STATEMENT
Travel/Research/Professional Development Funding
College of Business Administration

Effective July 1, 2015

The College of Business Administration (CBA) is committed to supporting faculty in the dissemination of their research. Toward this goal, CBA encourages faculty members to conduct high level research and to submit their work for public presentation. The College will fund travel for papers selected for presentation at scholarly meetings and provide additional research and professional development support using the policy below.

The following guidelines will govern the expenditure of college/departmental funds in support of travel to professional meetings:

- A. Up to \$4,000 for tenured or tenure-track faculty members per year for airfare and per diem expenses, provided the least expensive airfare available is obtained. The travel support is for travel to present research papers at conferences or other appropriate venues. When submitting expenses, proof of registration for the meeting must be included in order to be reimbursed for any expenses.
- B. In addition to Part A, the College will provide up to \$4,000 annually in support of untenured Assistant Professor for direct costs of research production. This may include the purchase of or subscriptions to data sources; software; survey creation, subject payments, and administration; travel; and other research needs. Departments are encouraged to provide similar support for faculty not covered by the College.
- C. Up to \$2,000 for Professors of Practice (PoP) for professional development activities. This may include travel expenses, meeting registration fees and related costs, initial costs to obtain professional credentials or costs for maintenance of credentials. Expenses must be related to the PoP's area of responsibility and when submitting expenses, documentary proof must be presented to receive reimbursement.
- D. Applications for funding are available from the academic department or from the Dean's Office. Applications must be processed by the Dean's Office before expenditures occur to verify that funds are available for disbursement or reimbursement.
- E. The financial support in this document are the maximums provided annually per fiscal year (July 1 – June 30). Any unused amounts do not carry forward for use in future years. Continued support is subject to available funding and approval by the Department Chair and the Dean.