

Policies and Procedures for Faculty Conference Travel Awards

- 1) Starting with the 2013-14 fiscal year, the University shall maintain a travel fund equal to \$165,000 each fiscal year towards travel for the purposes of supporting tenured and tenure-track Faculty Members in participating in academic conferences.
- 2) Conference travel awards are approved in advance of travel by a Faculty Member's Dean on a first come first served basis. Approval is subject to the conditions that the conference is a bona fide scholarly conference. Primary consideration shall be given to Faculty Members presenting papers for which the paper or abstract or proposal has been accepted through a competitive peer-review process. Secondary consideration shall be given to Faculty members presenting papers or posters, or Faculty Members actively participating in a scholarly role as chair, panelist or discussant. Equitable access to these awards shall be offered to eligible members to the extent possible.
- 3) Awards must be used for expenses directly related to conference attendance, including but not strictly limited to travel, accommodation, registration and meals. A Faculty Member who has received an Award shall have all such conference related expenses up to the amount of \$1650 reimbursed.
- 4) All applications are to be submitted to the office of the appropriate Dean as soon as possible with amounts required indicated on the form.
- 5) Approval is on a first-come first-served basis until the budget is exhausted.
- 6) As a general rule, the Dean will give preference to applications from individuals presenting a paper at a conference or meeting. Attendance for other purposes will also be considered.
- 7) Faculty on Sabbatical Leaves may apply for a Travel Grant.
- 8) The completed application form, along with any supporting documentation, should be signed by the Chair and sent to the Dean for approval. As a minimum, there should be evidence that a paper has been accepted for presentation if that is the basis of the application.
- 9) The Chair's signature will be considered by the Dean as evidence that the Chair is aware that the faculty member will be absent from the University for the period indicated on the application form.
- 10) It is expected that individuals receiving awards will clearly identify themselves at the conference or meeting and on their paper or presentation as a member of Faculty at St. Francis Xavier University.
- 11) After approval, the conference travel award requests will be sent by the Dean's Office to Accounts Payable in the Business Office with a copy to the applicant. Requests for advances, therefore, must be made directly to Accounts Payable.
- 12) Procedures to Claim Reimbursement
 - a. Members shall receive reimbursement of conference travel claims upon presentation of original receipts within 30 days of the conference date.
 - b. Eligible members shall submit their claims to the Dean or designate prior to the end of the fiscal year.
 - c. All claims for reimbursement shall be accompanied by appropriate documentation for reimbursement made available by the University. All claims shall be consistent with University Policy. http://sites.stfx.ca/financial_services/accounting/Forms_Online