

Bowie State University
Center for Excellence in Teaching and Learning
(CETL)

Greetings BSU Faculty and Academic Staff:

Through various means, the Center for Excellence in Teaching and Learning (CETL) encourages and supports the professional development of the University's faculty and academic staff. These means include providing assistance with travel to professional conferences, seminars, symposiums, and such, where development primarily takes place through interactive workshops and the presentation of individual research/scholarship. Although CETL seeks to support faculty and staff development in such off-campus activities, **it does so with the primary objective of improving student retention and successful matriculation through consistent enhancements in teaching, learning and communication.**

The purpose of this guide is to facilitate expedient and successful CETL support of travel, as assistance in off-campus endeavors in professional and institutional development. As stated in the previous **BSU PURCHASING POLICY & PROCEDURES TRAVEL MANUAL**, these travel guidelines are intended to facilitate travel and travel arrangements; to provide full reimbursement for all necessary expenses; and to maintain the essential controls for accountability. The information herein includes an outline of criteria for CETL funding, pre-travel and post-travel requirements, and samples of all required forms. Please carefully read through this information.

The Office of Academic Affairs applauds and encourages all of endeavors to seek and participate in activities that will continually expand, deepen and challenge teaching, scholarship, research, administrative, and other professional skills. Under the auspices of that office, the CETL stands ready to assist you in your professional development needs.

The CETL Staff

Bowie State University
Center for Excellence in Teaching and Learning

Faculty and Staff Development: Travel Support

CETL hopes to fulfill all requests for support of professional travel. However, as funds vary each year, it is important to limit assistance so that available funds can support as many faculty as possible. Therefore, the number of travels per requester and sometimes amounts may be restricted. Travel is honored on a first come, first served basis. The following criteria and guidelines are established to advise those seeking travel support from CETL and to help facilitate success in the process.

Support Amounts

The following amounts are allotted per each approved travel request. However, if the requester does not use the entire allotment, the remaining funds return to the general travel fund, as they are not transferable to another travel.

- CONUS Travel (Continental United States) = up to \$1100
- Commonwealth of United States (i.e. Puerto Rico) = up to \$1200
- International Travel (i.e., Oxford Roundtable) = up to \$1300, unless otherwise specified

Eligibility and Criteria for Support

- ❖ Full-time faculty, administrators and academic staff who have been with the University for at least one semester and are traveling for professional development and/or selected University business.
- ❖ Faculty and staff preparing to assume or recently assuming (within one year) a position of academic administration in the University organization.
- ❖ Faculty who, in emergency situations, are called to replace colleagues as presenters, performers, or organizational leaders. Notification of the emergency and evidence of the requested participation is required.
- ❖ Full-time students engaged in a research or creative project with a full-time faculty member and travel with said faculty **is required** to present work or participate in a panel. **This requires prior approval from the Office of Academic Affairs.**
- ❖ Travel must be within the faculty or staff member's area of specialization or University assignment **and must demonstrate a sound relationship to improving student retention and success at BSU.**
- ❖ An objective of travel must be to participate in activities that improve the teaching and learning process, the environments and/or the retention of students, academic research and/or scholarship, or leadership. This includes particular development in technology (i.e., on-line coursing, web-enhanced modalities), discipline-specific pedagogy, student outcomes assessment, and information literacy.

- ❖ Support is given to faculty members who have submitted the post-travel evaluation within two weeks of travel and have met the post-travel requirements within one year of travel. These requirements include sharing information with colleagues through participation in a BSU faculty symposium and/or conducting a CETL, Departmental, School, or University work session.

TRAVEL GUIDE POINTS

- ❖ As acquiring funds for travel **takes at least two weeks**, completed forms, including **all** appropriate signatures of approval and supporting information, must be submitted to CETL (**CLT 347**) **no later than three weeks** before the travel date. If you are using **OMEGA TRAVEL, DO NOT MAKE RESERVATIONS BEFORE SUBMITTING THE FORMS**. Simply complete the proposed itinerary on the request form, along with a cost estimate. CETL will take care of transportation arrangements upon approval of your request.
- ❖ **Membership dues** should be paid by the individual. Travelers to professional conferences are expected to deduct membership dues from the travel request.
- ❖ **CETL will not pay conference/registration fees in advance**. With the exception of local events such as the *HBCU Summit on Retention* and the *USM Women's Forum*, travelers are encouraged to pay those fees before a deadline or rate increase and request reimbursement. Although CETL will reimburse the traveler for those fees, it will not incur additional fee cost due to late registrations.
- ❖ When necessary, CETL will support up to three **travelers from the same unit** to the same professional development activity. **An explanation of the need for more than one traveler is to be submitted with the travel request form.**
- ❖ Travelers should ensure that all **arrangements are reasonable and appropriate**. Hotel services, airfare and rental car services should be purchased at the available discount rates (the vendor should be able to provide you with discount information). If you are not using Omega Travel, you are expected to make advance bookings for transportation by using the least expensive fare.
- ❖ Where a **car rental** is necessary, the University expects rental of the lowest-priced vehicle that will accommodate the trip's requirements. Travelers should take advantage of vendor discount rates available to the University System of Maryland, the federal, state or local government, and/or Bowie State University. (The vendor should be able to provide discount information).
 - a. The University does not reimburse employees for car rental insurance, including Collision Damage Waiver (CDW) for vehicle rental within the United States, but will reimburse for CDW for international travel car rentals.
 - b. The State provides tort liability protection within Maryland. Out-of-State, the employee must rely on the rental agreement, his/her own automobile policy, or purchase

the higher limits available; however, the University does not reimburse for additional liability coverage.

- ❖ **Spouse or family.** When spouses or family members travel with University employees, but are not themselves acting as agents of the University, travelers should be careful to maintain a record of individual expenses for their personal accounting. The University **will not** reimburse any expenses incurred on behalf of the spouse or family member. Likewise, airfare or any other travel expense that is directly billed to the University must not include expenses for the spouse or family member.
- ❖ **International travel** is supported only with clear demonstration that such travel is necessary for professional development. Faculty members are required to submit a brief proposal (one to two pages) outlining the connection between, their research, scholarship, creative work, teaching, and/or student retention and the international venue. CETL offers a maximum of \$1300.00 in support of this type of travel.
- ❖ **Cancellations.** Travelers are expected to notify CETL or the Office of Academic Affairs of cancellations as soon as possible. These and other penalties will be paid by the University provided the cancellation or change was made for the convenience of the University or was necessitated due to an emergency of which the traveler had no control.
- ❖ **The Provost** or designated appointee has final approval on all travel support.

Pre-travel Process

1. **Complete** the official CETL *Request for Travel Support* form, as required by the University, which is located on the CETL web-link within the BSU website. Include supportive information, including evidence of participation (i.e., presenting, moderating, performing), hotel information, and travel itinerary (note if you are making your own arrangements). Remember to sign the statement of agreement to facilitate a departmental or CETL workshop, participate in a colloquium or performance, or conduct a campus outreach activity related to your travel.
2. **No later than three weeks before travel**, submit to CETL the completed forms, with all required signatures of approval (i.e., Department Chair or area director, Dean or Vice President) and all supporting documentation (i.e., conference agenda and fees, notification of your presentation, transportation itinerary, and hotel information). Unsigned forms will be forwarded to the appropriate office for signature, which will delay the time of travel approval.
3. In the event of an emergency request, CETL must be notified of the change in travelers within 72 hours of travel. Complete a new Travel Support Request and include the *Emergency* section of the form. Submit this along with the original traveler's notice or memo of cancellation to CETL.

4. The completed request will travel as follows:
 - a) To CETL for review and director's signature,
 - b) Then to Academic Affairs for Provost's signature,
 - c) Approved copy sent to requester,
 - d) Original copy forwarded to the Controller's Office.
5. Through email and hard-copy, the traveler will be notified of approval within approximately ten days of travel.

Post-travel Process

1. Within two weeks of completion of travel, the traveler must submit to CETL an approved Bowie State University Travel Reimbursement form with all required signatures and all required original receipts. The approved rates for hotels, meal expenses, mileage rates for the use of personal vehicles, the designation of high-cost locations for travel, and other rates will be specified at the beginning of the academic year. **Requests for travel reimbursements will not be honored after two months of travel.**
2. In addition to the BSU reimbursement form, within two weeks of travel, travelers must submit to CETL a post-travel evaluation form and brief proposal of his or her forthcoming campus activity, which is to occur within six months of travel. Failure to complete and return the form and/or conduct an activity may well jeopardize future travel support from the Center. This is the assessment and accountability aspect of University-supported travel.
3. Where applicable, within six to twelve months after travel, CETL will ask sponsored faculty or staff to complete an assessment of how the activities or newly acquired information improved their teaching, learning, or professional development. If a paper or project was presented, CETL will ask for a brief status report of the work (i.e., became a publication, helped generate a grant, new teaching modality)

Travel Forms

The following forms must be completed, with all required signatures before the travel request and reimbursement is reviewed for approval. Failure to submit a post-travel evaluation and presentation proposal may result in nonsupport of further travel:

- a) **Travel Request and Justification forms**, accompanied by copies of the conference information, anticipated workshop or seminar participation and/or letters of presentation acceptance
- b) Upon return, submit the **University Travel Reimbursement form**, along with all original receipts. Please be sure to keep copies for your personal file.
- c) **Post-travel Evaluation form**, along with a brief proposal of a campus-wide or department-specific work session or presentation.



CETL POST-TRAVEL EVALUATION FORM
(PRINT and Return to CETL, CLT 347)

NAME: _____, _____ **RANK/TITLE:** _____ Request Date _____
Last First

SSN: _____ **CAMPUS EXT:** _____ **DEPARTMENT:** _____

PURPOSE OF TRAVEL: ___ Paper presentation/ creative performance
___ Serve as a panel moderator, discussant, responder
___ Serve in leadership (i.e., planner, committee Chair or Board member)
___ Professional development attendance (i.e., only attending
Workshops, seminars)

Date of Travel Return _____

Title of Presentation/ Performance:

Title of Panel served:

List workshops, seminars, institutes, or other professional development activities attended.

Proposed CETL activity and audience (use separate sheet if needed):

Proposed date and time of activity _____

Traveler's Signature _____ **Date** _____



Bowie State University Travel Reimbursement Form

Employee Name _____, _____, _____
Last First MI

Address _____

Employee Social Security Number _____

Agency Code _____
Assigned Office Location (City) Bowie One Way Commute Miles _____
For Period Beginning _____ And Ending _____
Department Name _____

Program and item number	Amount
For Agency Use Only	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Day								
Hotel Room								
Breakfast								-
Lunch								-
Dinner								-
Telephone								-
Fare (indicate Below)								-
Taxi								-
Bridge or Road Tolls								-
Millage (See Below)								-
Parking								-
Registration Fee								-
Tax/Tips								-
Postage/Shipping								-
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Method of Travel _____ **Other** _____ **Purpose of Travel:** _____

Date	Time		TERRITORY COVERED INCURRING ABOVE EXPENSE	Total	Total	Reimbursement
	Start	End		Miles	Commute Miles	Miles *
Day						
Sunday						-
Monday						-
Tuesday						-
Wednesday						-
Thursday						-
2/28/04						-
Friday						-
2/29/04						-
Saturday						-

Certified just and correct and payment not received Approved by

Signature of Employee

Approved By

Immediate Supervisor

Budget Officer

Account	Fund	Department	Program	Class	Grant/Project	SUBTOTALS	Date
CHARGE TOTAL AMOUNT							

