Faculty are encouraged to attend scholarly and professional conferences as participants. It is expected that conference presentations will result in publications in refereed journals. The following is a list of guidelines that apply for funding of conference travel. Exceptions must be presented in writing and approved by the Dean.

1. Faculty are expected to present papers at regional or national conferences. This category includes Hawaii, Puerto Rico, Canada and Mexico. There will be a $1,500 cap on national conferences.

2. Approval for one international conference (outside the continental U.S.), annually, may be requested and must be approved by the Chair of your department and the Dean in one fiscal year (July 1 – June 30) if a refereed paper is presented and published. The conference must be directly related to the faculty member’s discipline and be highly regarded. The school will contribute up to $2,000 for the one international conference.

3. Total faculty conference travel reimbursement in a given year will not exceed $3,500; and will not exceed a total of $10,000 in three consecutive years.

4. Conference funding will be available for full-time faculty.

5. Reimbursement will be for a maximum of three nights.

6. Conferences must be participatory, which always involves presentation.

7. Presentation of the same paper at a second venue will not be supported.

8. Non-participatory conferences may be requested from the Dean for a particular development purpose.

9. If more than one faculty person is attending the same conference, expenses must be comparable. For international presentations of a collaborative paper only one author may attend.
10. CSIS does not support the purchase of books, materials or other items at conferences.

11. A report must be presented with the final reconciliation of the trip, describing the trip, and with a copy of the presentation or paper attached.

12. All other University policies for travel must be followed. (See policy guidelines for travel on the University’s Finance and Administration website.)

13. Total individual funding will also be reviewed periodically in order to maintain equity among faculty as the year progresses. The best chance to secure funding is to plan conferences in advance, complete authorization forms in advance, and complete all travel forms in a timely fashion.

14. A Travel Authorization Form and a Travel Citation Form must be completed at least 30 days prior to the trip. These forms are available from Susan Downey at X44314 or at sdowney@pace.edu. These forms must be completed in their entirety, with a complete description for the reason for the trip. Faculty are expected to obtain the best fares and other costs possible. Kenan applications must also be submitted to complement the CSIS expense of the trip. A copy of the Kenan approved application must be submitted with the authorization forms. No travel authorization will be approved retroactively and all authorizations are subject to budget limitations.

15. Travel Expense Reimbursement Form (to be completed after the end of the trip).
   - Must have original receipts attached. Credit card statement for charges is not acceptable.
   - All receipts must be attached, including food, train, parking etc.
   - If a receipt is lost, a note must be attached.
   - No daily average food totals allowed; receipt for actual amount must be attached. (Maximum daily food allowance is $75.)
   - If EZ pass is used for tolls and there is no receipt, this must be noted.
   - All receipts not in US dollars must be converted and the exchange rate used noted.
   - Mileage rate per IRS is $.565, if this changes faculty will be informed.
   - Gas expenses are reimbursed only for rental cars, as mileage reimbursement covers all expenses on personal cars.
   - Forms must be sent to Susan Downey no later than 30 days after the trip.

Thank you for your cooperation.

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