

## Faculty Research and Travel Fund Guidelines

The Faculty Research and Travel Fund supports professional work by faculty members (6/13 and above). This fund provides an automatic reimbursement of up to **\$2000** for professional work during that academic year. It requires no proposal and can be requested any time during the academic year. The \$2000 may be split between multiple activities over the academic year.

Expenses in the following subcategories are eligible:

- (1) Expenses associated with archive and/or field research. These may include travel and research expenses for the faculty member in question as well as hiring of research assistants, translators, etc. The faculty member provides a brief statement connecting the research to a specific ongoing research project.
- (2) Expenses associated with conference presentation, or acting as an officer on the board of the conference's presenting organization whose attendance is required. The faculty member provides confirmation of the presentation or a statement relating conference participation to specific scholarly, curricular, and/or professional development goals.
- (3) Expenses related to presentation and/or performance of artistic or scholarly work. The faculty member provides a statement explaining the importance of the expenses for the project in question.
- (4) Expenses related to materials and supplies for the production of artistic or scholarly work, excluding books, journals, and memberships. For technical fields, this might include software or datasets but will exclude hardware and technical equipment. For scholarly research, it might include website access or purchase of collected research materials. For artistic projects, it might include supplies fundamental to artistic production, such as film stock, canvases, raw materials, etc. Again, the faculty member provides a statement explaining the importance of the expenses for the project in question.

## Reimbursement Procedure

To receive reimbursement, complete the Check Request Form (<http://www.bard.edu/budgetoffice/toolbox/>) Please attach a paragraph describing the professional project and an itemized list with summary of expenses for which you are seeking reimbursement. Include documentation of any performance or presentation and original, itemized receipts. Be sure to adhere to all controller's office policies and meal reimbursement rates\*. Give this packet to your divisional administrative assistant for processing. You will receive 100% reimbursement up to \$2000. No preapproval is required. Expenses will be verified by the Dean of the College.

## Important Dates for 2018-2019

Research and Travel reimbursement requests for events that take place before the Bard Commencement on May 25, 2019 should be submitted no later than June 1, 2019. **Research activity that takes place after May 25, 2019 will fall within the 2019-2020 fiscal year.**

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\*Detailed receipts for each expense are required for all reimbursements; credit card slips will not be accepted as a receipt. The College will not reimburse for unreasonable or excessive food, beverage and miscellaneous expenses.

Per-person meal reimbursement rates:

Breakfast - without itemized receipt: \$7.00/with itemized receipt, up to \$10.00

Lunch - without itemized receipt: \$10.00/with itemized receipt, up to \$15.00

Dinner - without itemized receipt: \$20.00/with itemized receipt, up to \$30.00