School of Social Work
Updated Travel Policy, July 1, 2014- June 30, 2015

**Background:** Uniform travel policies provide accountability and transparency for the expenditure of School funds, and support our organizational goals of fairness and equity.

School policy should be used in conjunction with standard University policies and procedures on travel located online at [http://policies.rutgers.edu](http://policies.rutgers.edu) (University travel policy 40.4.1) and [http://rutravel.rutgers.edu](http://rutravel.rutgers.edu) (application and reimbursement processes, in addition to University-negotiated rate reductions).

**Policy**

**Faculty Travel to Enhance Scholarship, Professional Development and the Dissemination of Knowledge**

The School of Social Work will make available for each tenure-track and non-tenure track faculty member a sum of up to $2,500 for reasonable, necessary and appropriate travel and business expenses associated with the presentation of research and scholarship at appropriate academic and scholarly conferences and events. These funds can be used in the following ways:

- One conference, directly relevant to the faculty member’s area of focus and approved by the direct supervisor. The faculty member should be presenting at the conference, though arguments may be made for conferences focused on professional development as well. In the latter case, a clear connection to the faculty member’s work, and a clear plan of action upon return is required. **Up to $1,500 may be used for the first conference.**

- A second conference at which the faculty member is presenting research results. **The remainder of the $2,500 may be used for this second conference.** The purpose of this enhanced travel allocation is dissemination of research results.

Faculty members who have extramural grants, School start-up funds and F&A returns may use them to finance any additional travel or business expenses. **School funds may not be carried over from one year to the next.**

**Other Faculty Travel**

Faculty members with specific program responsibilities, such as educational program Directors, Field Director, etc. and Search Committee members may be asked to attend social work conferences in furtherance of those duties. In these cases, no presentation is required, and the travel may not count against the $2,500 limit. These requests will be made by the Dean. **Please submit the Faculty Travel Notification Form.**

In order to comport with University policy, the School aligns with the following requirements for the types of travel indicated above:

1. The Travel Notification Form must be completed in advance of travel. The Travel Notification Form should specify the purpose of travel, source of funding and provide relevant documentation (i.e. acceptance of a paper, etc.) along with an estimated budget. The form and supporting documentation is to be forwarded for review to Robert Nolan at ronolan@ssw.rutgers.edu

2. Notifications must have all necessary signatures and be accompanied by supporting documentation.

3. No expenditures will be reimbursed until after travel is completed.
4. Reimbursement is not guaranteed unless prior notification is received.
5. Reimbursement requests (TABERS) must be submitted within 60 days of travel (in order to meet this University deadline, TABERS must be submitted to the SSW Business Office with 45 days of travel).

**Faculty Travel for Instructional Purposes**

Subject to the availability of funds, faculty members of the School of Social Work shall be reimbursed for travel costs when assigned to teach classes at locations on other than their primary assigned campus in the event this assignment is further in distance than their primary campus. Please note this does not apply to courses which faculty members choose to teach on overload. The reimbursement is based upon, and shall not exceed, the difference in mileage or public mass transit costs from the employees' home to the specific non-primary campus assignment as compared to the mileage or public mass transit costs from the employees' home to their primary campus office assignment. The following example is intended to illustrate this policy.

Professor A. has an assigned office and teaches on the New Brunswick campus which is 10 miles from his/her home. Professor A accepts a teaching assignment on the Camden campus which is 40 miles from his/her home. Professor A is then eligible to receive reimbursement at the University approved mileage rate for 30 miles each way or sixty miles for each class taught. With respect to mass transit, if Professor A.'s train fare is $12 per round trip to his/her office in New Brunswick but is $22 per round trip to her class in Camden, she may be reimbursed with proper documentation for the difference of $10 per class.

Faculty members seeking such reimbursements are required to a) notify Associate Dean Nolan of their intent to submit at the beginning of the semester, and b) submit a TABER including Google or MapQuest documents reflecting mileages to each location or receipts and public transit fare schedules for public transportation as appropriate within 45 days of the completion of travel for each class. Within the preceding guideline, multiple trips may be included on the same TABER.

**Faculty and Staff Travel for Administrative Purposes**

*It is expected that most meetings will use distance communication technology to reduce the need for inter-campus travel.* For meetings that require in-person attendance, faculty members and staff shall be reimbursed for travel and business related expenses connected with assignments necessary for the School of Social Work operations and activities. Specifically, the travel costs for faculty for all legitimate School related events to which they are invited or expected to attend (attendance at faculty and faculty committee meetings, student orientation, School sponsored lectures, travel associated with chairing a PhD dissertation committee) will be reimbursed without the need for prior notification/approval. The amount of reimbursement for such travel will be computed in accordance with the method described above for reimbursement for travel for instructional purposes. We will monitor the transition to use of technology for multi-campus meetings during the coming year with the goal of clearly establishing which meetings will be in-person in the coming years.

Travel reimbursement for any other administrative purposes for faculty and staff must be for assignments and activities directed, authorized and prior approval by the Dean of the School of Social Work. Questions as to whether specific planned travel is reimbursable should be directed in advance to Associate Dean Nolan. All other University policies for travel reimbursement must be adhered to and completed TABERS must be submitted to the Business Office of the School of Social Work within 45 days subsequent to the completion of the authorized travel.

**Travel by Institute and Center Directors**

For travel other than noted above, Institute and Center Directors may have established budget allocations provided through third party grants and contracts for business travel purposes. No prior approval for such travel is required; however, in accordance with University policy, prior notification of travel planned to be taken is required. In addition, prior notice as to accounts to be charged for travel costs is required to be made to our
Business office for budget planning purposes. In advance of any planned travel of this nature, Institute and Center Directors should send a prior email notice as to the dates of travel, destination and business purpose of the travel to Associate Dean Robert Nolan using his contact information noted above. Please also include the estimated expenses associated with the travel and the specific account to which such expenses are to be charged; and, be sure to forward a copy of the email to the Business office.

Ph.D. Student Travel

Ph.D. students may apply for up to $1,000 to support travel to conferences at which they are presenting research findings. Written pre-approval is required from the Director of the Ph.D. Program and the faculty supervisor. Priorities for student travel reimbursement approval include approved presentations at CSWE, SSWR and other related professional conferences. Presentations may involve other faculty, students or just the student requesting travel reimbursement. Students should submit a Travel Approval Form to Associate Dean Nolan.

Summary

Under the policies noted above, the Dean has responsibility for the allocation of funds in the context of her overall budgetary responsibility. The designated staff member, Associate Dean Robert Nolan, has responsibility for recommending approval of travel applications; and, the Business office staff has responsibility for reimbursement processes. Allocated travel funds will be available for use in the specified time period, July 1, 2014-June 30, 2015. Because of uncertainty of future funding allocations, it will not be possible to carry forward unused funds. Unexpended funds will return to the general School budget.

Attachments:

Faculty Travel Notification Form
Ph.D. Student Travel Approval Form