2011-2012 Travel Fund Application & Reimbursement Process

The English & Journalism Department solicits your applications for funds to help you travel to professional meetings during the 2012 fiscal year. Applications will be accepted through Monday, March 4, 2012. Allocations are available for faculty who present a paper/reading, chair panel/session, or conduct seminar/workshop. College matching support is available for tenured/tenure track faculty.

<table>
<thead>
<tr>
<th>2011-2012 Allocations</th>
<th>Department funding</th>
<th>College funding</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Professors</td>
<td>$400</td>
<td>$400</td>
<td>$800</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>$525</td>
<td>$400</td>
<td>$925</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>$550</td>
<td>$400</td>
<td>$950</td>
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<tr>
<td>Unit B</td>
<td>$400</td>
<td>n/a</td>
<td>$400</td>
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</tbody>
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1. You may obtain a Travel Application on the E&J Faculty Resource web page. Official verification of participation (e.g., letter of invitation, program) must be submitted along with the application. Requests will be processed and forwarded to the Dean and Provost for approval.

2. Each application submitted should be in strict conformity to the limits imposed by the State of Illinois and WIU. Please refer to Administrative Services Travel Guide web page for details regarding travel reimbursements in accordance with the Travel Regulation Council rules. Due to the extent of the travel approval process, it is critical that applications contain complete details and exact sums.

3. **Registration Fees:** You may include the cost of registration fees on the travel application. However, the WIU business office needs receipts no later than 60 days from purchase, so you may need to turn this receipt in even before your trip. If this is the case, please include documentation showing a registration payment deadline. The registration fee will be figured into the total amount of the member's trip.

4. **Use of State car:** Every time a member of the department drives a state car, the Accounting Office automatically deducts the cost of mileage driven from the departmental funds. This amount will be figured into the total amount of the member's trip. Please refer to the Mileage Chart when figuring round-trip distance.

5. **Reimbursement Process:**
   - Travel vouchers must be in the Business Office within one month after the travel date, or allocated money is canceled; therefore, submit receipts to Barb Arvin your first day back at WIU after your trip. Along with receipts, please provide the following information:
     1. Departure date & time.
     2. Return date & time.
     3. Copy of Conference booklet showing the conference name, dates, and location.
     4. Copy of the page within the booklet showing your presentation.
     5. Regional, National, or International Conference?
     6. Was the Paper Refereed? Yes or No?
     7. Possible Publication in?
     8. Provost award? Applied for and/or received?
     9. If a State car was driven, submit a copy of the Car Request Confirmation (the pink copy) with total mileage listed.
   - **Claims for reimbursement must be supported by original receipts** for railroad, bus, airplane (passenger coupon or E-ticket with itinerary, amount of ticket, and method of payment), lodging, parking, taxi/shuttle, etc. Receipts are not required for meals on the per diem or per meal basis.

6. Faculty members should seek additional funding from other sources such as the Center for Innovation in Teaching and Research (CITR). Please see CITR travel award updates, policies, and procedures.