

Loyola University Chicago
School of Education
Protocol for Allocation of Faculty Development Funds
[Revised June 2011]
2011 – 2012

1. The intent of Faculty Development Funds is to support the scholarly activities of SOE faculty. All full-time clinical and tenure-track faculty are eligible for faculty development funding in support of their travel to conferences at which they will be presenting a paper, coordinating a symposium, chairing or moderating a program session, or serving as an invited discussant.
2. Early career faculty that includes new tenure-track faculty, new clinical faculty, and other junior level faculty with research and publishing expectations will receive priority for funding support over tenured or other faculty with established research programs.
3. For this academic year, the SOE expects to be able to fully fund all faculty for one conference request up to \$1,500. If less than \$1,500 is spent on one conference, faculty are permitted to request the remainder to fund participation in an additional conference. The funding limitations include destinations outside of the contiguous United States.
4. Early career faculty will be able to request extra funding, up to \$750 to make it possible to participate in one additional conference.
5. Associate Dean Kasper will review faculty requests for funding.
6. Faculty seeking funding must complete the “*Request for Conference Travel Form.*” The form can be found at http://www.luc.edu/education/resources_faculty_forms.shtml. Complete and email the form to: Associate Dean Kasper (bkasper@luc.edu) well in advance of the conference travel. Please note that reimbursable expenses include: conference registration, air transportation, ground transportation, hotel, and meals.
7. Each faculty will be notified via email of the status of his/her request following Dean Kasper’s review.
8. Faculty may seek reimbursement for meals up to the maximum per diem for the city where they dined. Faculty should visit <http://www.luc.edu/finance/perdiem.shtml> and review both the first bullet point (Travel & Business Expense Policy) and the seventh bullet point (Per Diem Excel File) to retrieve per diem rates relative to their conference city.
9. Faculty are asked to submit original receipts for all expenses for which reimbursement is sought. This includes detailed meal receipts and not simply a

credit card receipt or 'stub' with the total amount paid on it, receipts for airfare and not simply a boarding pass. In addition to receipts, faculty must complete an Expense Reimbursement Form. Both receipts and completed Expense Reimbursement Form should be submitted to Andrew Ramos as soon after returning from the conference as feasible. The Expense Reimbursement Form can be found at <http://www.luc.edu/finance/forms.shtml>, the second bullet point.

10. Faculty who seek support for travel in the months of May through September are asked to submit requests prior to May 15th to Associate Dean Kasper (bkasper@luc.edu). Funding for travel after July 1st is contingent on budget approval for the next fiscal year.