

UCSB ACADEMIC SENATE  
**COUNCIL ON RESEARCH AND INSTRUCTIONAL RESOURCES**  
**STATEMENT OF POLICY**

**FACULTY TRAVEL GRANTS FOR CONFERENCE PRESENTATION OF RESEARCH RESULTS**

The Council on Research and Instructional Resources provides travel grants under the UCOP General University Policy Regarding Academic Appointees, APM-190, Appendix D, dated May 13, 1996 (<http://www.ucop.edu/acadadv/acadpers/apm/apm-190-d.pdf>) and the following policy statement.

**Purpose of Travel Grants**

A. Faculty **DOMESTIC and INTERNATIONAL TRAVEL GRANTS** support travel to organized national and international conferences for the purpose of presenting and discussing novel research results or creative work. This program will not fund travel for invited lectures, nor meetings or local conferences organized around an invited lecture. An invited lecture has a much more limited audience than a national or international congress and primarily benefits the students and faculty of a single institution. Grants may be made for travel to present works of art or to present other forms of creative expression, but only for the initial presentation of such creative endeavor. Travel to conferences related to non-presenter roles, e.g. conference or session chair, panelist, convener, moderator, discussant, etc., will be funded only in exceptional circumstances, where such appearance is demonstrably important to the campus research program, involves high scholarly significance, and is scheduled for a major national or international forum. Faculty travel grants for conference presentation are limited to one domestic trip per fiscal year. Every other year funding for an overseas trip may be requested in lieu of domestic travel. Domestic award locations include Canada and Mexico, in addition to US travel.

B. The **INTERCAMPUS TRAVEL GRANTS** are intended to support faculty use of library and research facilities at locations within California, including UC campuses and labs. The funds are not to be used to pay for travel related to instructional purposes. Eligible faculty may apply for a maximum of two trips per year. The application for the intercampus travel grants is submitted through the mySenate web site using the same form and process as the other types of travel. Choose the intercampus option under "Travel Type" on the mySenate website application. Eligible faculty may apply for a maximum of two awards for intercampus trips per year.

C. These funds are not to be used for speaking events that benefit a local audience. Faculty members presenting seminars and guest lectures at other institutions or campuses should be supported by the campus or institution inviting the service.

**Eligibility for Grants**

A. Faculty on Active UCSB Duty. Any member of the SB Division of the Academic Senate, including emeriti who are active in the UCSB research community, may apply. Emeriti who have been given appointments at other institutions are not eligible for CORIR funding. Acting Assistant Professor's applications must be accompanied by a letter from the department chair indicating the expected timing of transfer to ladder status.

B. Faculty on Leave. Individuals on sabbatical or other UC-paid leave may apply. Faculty who are on leave to be in residence at another institution are not eligible to use UCSB CORIR funds.

**Application Procedures**

**A. Deadline: Applications must be submitted at least 21 days in advance of travel. No exceptions will be made. Dates of travel must be in accordance with the award.**

B. Application: Academic Senate members can apply via the mySenate website shown below:

<http://senate.ucsb.edu/?792>

A user name and password for the “mySenate” web site is necessary. Faculty who have misplaced their user name and password can use a feature on the above mySenate location to have the information emailed to their campus email address.

### Reimbursement Procedures

A. Evidence of conference participation: Faculty are required to provide evidence of their research presentation at a conference before reimbursement will be made. A copy of the conference schedule that lists the faculty member’s presentation **is to be included with all faculty members’ travel voucher forms, and all request for advance forms.**

B. Travel advances: Advances may be requested by the applicant’s department, but the request must include a copy of the evidence of participation (conference schedule), a copy of the airfare receipts, and must follow travel accounting policies. The advance request must be signed by the appropriate departmental approver before it will be signed by the Academic Senate. Advances that are not cleared within the specified time period due to lack of proper receipts or documentation will be transferred to the applicant’s department.

C. Receipts and vouchers: The applicant's department is responsible for timely submission of all vouchers covered by the award. All vouchers must be sent to the Academic Senate Office for approval, and the vouchers will be forwarded to Accounting for payment after approval. Receipts and expenditures must be in accordance with university policy, and documentation must meet the standards required to pass a financial audit. Travel vouchers that do not attach appropriate receipts or the evidence of participation will not be paid by the Academic Senate.

### Award Terms

A. Award expiration: If an applicant is unable to use funds, or does not submit a voucher appropriate for reimbursement within 45 days, the funds will be released for use by other applicants. Travel awards are not transferable to other dates, and are not carried forward for later use.

B. Post Audits: Research grant ledgers are subject to Academic Senate post-audit. Travel expenditures charged against a CORIR grant research ledger that are not made according to this policy, or not made in accordance with the expenses that were the basis for the proposal budget approved by the committee are subject to reimbursement by the grant holder.

C. Award amount, allowable expenditures: Any portion of an award not expended for airfare/ground transportation may be applied toward reimbursement of the actual hotel costs that are documented by original receipts. A meal allowance may be claimed for \$25/day, and meal receipts are not required. Conference registration costs are NOT funded by these travel grants. Travel vouchers and all receipts for transportation and hotel costs must be submitted to the Academic Senate Office within 10 days of completion of the trip.

The amount of a travel award is based upon destination, with limitations as follows:

#### Domestic

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California	\$350.00
All other U.S. Locations, Mexico, Canada	\$685.00

**Overseas**

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Puerto Rico, Europe	\$1,030.00
Central or South America	\$1,200.00
Asia, Africa, Middle East, South Pacific	\$1,400.00

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The amount of an intercampus travel grant is determined based on destination, in the following amounts:

**Intercampus**

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UC Berkeley	\$315.00
UC Davis	\$325.00
UC Irvine	\$130.00
UC Los Angeles	\$90.00
UC Riverside	\$135.00
UC San Diego	\$195.00
UC San Francisco	\$295.00
UC Santa Cruz	\$265.00

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