

**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 (CRIR) provides travel grants under the UCOP General University Policy Regarding Academic Appointees, APM-190, Appendix D, dated May 13, 1996 (<http://www.ucop.edu/academic-personnel-programs/files/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 presentations 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. The domestic award category includes Canada and Mexico, in addition to U.S. travel.
- B. These funds are not to be used for speaking events that benefit a local audience. Faculty members presenting seminars and guest lectures or a lecture series at other institutions or campuses should be supported by the campus or institution inviting the service.

Eligibility for Grants

- A. **Persons on Active 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 CRIR 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 CRIR 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 Senate website: <https://senate.ucsb.edu/>. A UCSB user ID and password is required to log in.

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 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 required time period due to lack of proper receipts or documentation will be charged as a costs to the applicant's department.

C. Receipts and Vouchers

The applicant's department is responsible for timely submission of all travel vouchers covered by the award. The hard copy prints of the online vouchers, with receipts and backup attached, must be sent first to the Academic Senate office for approval, and the vouchers will be forwarded to Business & Financial Services 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 accepted 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 grants are not transferable to other dates or locations, and are not carried forward for later use.

B. Post Audits

Travel expenditures that are charged against a Senate account and are not made according to this policy are subject to reimbursement by the grantee.

C. Allowable Expenditures

- 1) Any portion of an award not expended for airfare/ground transportation and/or conference registration fees may be applied toward reimbursement of actual hotel or meal costs that are

documented by original receipts, and not included in the conference registration. Travel vouchers and all receipts for transportation and hotel costs must be submitted to the Academic Senate office within 21 days of completion of the trip.

- 2) Faculty travel grants may be used to pay membership fees for professional organizations when membership is required to present research at the respective conference. In order to use funds for membership fees faculty must provide proof that membership was required to present at the conference.

D. Award Amount

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

Domestic	
California	\$400.00
All other U.S. locations, Mexico, Canada	\$900.00
Overseas	
Puerto Rico, Europe	\$1,350.00
Central or South America	\$1,400.00
Asia, Africa, Middle East, South Pacific	\$1,600.00