The Faculty Council and the Campus Dean will use the following guidelines to review a request for supplemental travel reimbursement.

1. There is a limit of an additional $1500 per conference/event for travel reimbursement over a faculty member’s $800 professional development money. However, a faculty member can reapply to have any additional amount over the $1500 also reimbursed if there is any money left in the supplemental travel reimbursement account at the end of the academic year.

2. There is a hierarchy for the extra travel reimbursement based on the reason for the travel. Please attach the necessary documentation to support your application.
   a. 100% reimbursement for presentation at a conference;
   b. 80% reimbursement for a trip involving data collection or archival research; and
   c. 60% reimbursement for attendance at a conference.
   d. Other travel reimbursement will be considered and the percentage reimbursed will be based on the faculty member’s role during that travel.

3. Each faculty member will receive one travel reimbursement over their $800 professional development money before another faculty member can be reimbursed for a second travel reimbursement over his/her $800 professional development money. Second travel reimbursement requests cannot be submitted until spring semester. However, if there is money left in the supplemental travel reimbursement account at the end of the academic year, then a faculty member can submit a request for additional reimbursements. In evaluating additional travel requests, the same process will be followed. As a result, no faculty member will have a third supplemental travel request approved until all faculty requesting a second supplemental travel request have been approved, etc.

4. All supplemental travel requests must be awarded from the supplemental fund for the academic year in which the conference/event occurs.

5. Although the Faculty Council will review supplemental travel reimbursement applications and make recommendations, the Campus Dean makes the final decision to approve or reject a reimbursement application.

6. Faculty Council will review all applications received during a given month at the next scheduled faculty council meeting. If there is a long period between faculty council meetings, requests can be discussed and voted on via email. Any requests approved during these time periods will be reported at the next scheduled faculty council meeting.

Printed Name: __________________________________________________________________________

Signature: ______________________________________________________________________________

Date: __________________________________________
KENT STATE UNIVERSITY AT TUSCARAWAS
SUPPLEMENTAL TRAVEL REIMBURSEMENT

(NOTE: This form does not replace the travel pre-authorization form.)

SECTION 1 – To be completed by faculty member.

Name: _______________________________ Date of request: _________________________

Destination: ________________________________

☐ First Supplemental Reimbursement Submission  ☐ Second Supplemental Reimbursement Submission

Purpose:

☐ Presenter at Professional Conference (100%) – Name of organization: __________________

Attach confirmation of your presentation.

☐ Research, data collection, archival research (80%)

☐ Attendee at professional conference (60%) – Name of organization: __________________

☐ Other – Specify purpose and role: ________________________________

Proposed Absence

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Class Arrangements

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Estimate cost:

Transportation (Mode of travel: _______________)

Lodging

Meals

Registration Fee

Other – Specify: ________________

Total Estimated Cost

Have you requested funding from another source?  ☐ Yes  ☐ No

If Yes, state from whom. (URC, UTC, FTNTT Prof Dev Pool, etc.) ________________________________

If No, state why not. ______________________________________________________________________

SECTION 2 – To be completed by the Business Office.

Total Estimated Cost (from Section 1)  $___________________________

Amount remaining from professional development  $___________________________

Amount received from other sources  $___________________________

Amount requested from supplemental travel fund (limit $1500)  $________ X _______ = ____________

(Percentage)  (Requested Amount)

SECTION 3 – Authorization by Campus Dean: ________________________________

☐ Full reimbursement in the amount of $______________________________

☐ Partial reimbursement in the amount of $______________________________

☐ No reimbursement at this time but resubmit at the end of the academic year for possible additional funds.
• No reimbursement.