

Faculty Research and Travel Fund Guidelines

The Faculty Research and Travel Fund supports professional work by faculty members (6/13ths time and above). This fund provides reimbursement of up to \$2,000 for professional work during that academic year. The \$2,000 may be split between multiple activities over the academic year. Documentation of the activity, original receipts, and an itemized list and total of expenses for which reimbursement is being sought should be submitted to the appropriate administrative support staff for submission to the Dean's Office up to three times per year (see full reimbursement procedure and deadlines below).

Expenses in the following subcategories are eligible:

- 1) Expenses associated with archival and/or field research. These may include travel and research expenses for the faculty member in question as well as hiring of research assistants, translators, etc. The faculty member provides a brief statement connecting the research to a specific ongoing research project.
- 2) Expenses associated with conference presentation, or acting as an officer on the board of the conference's presenting organization whose attendance is required. Participation in workshops or other collaborative settings may also fall under this provision if directly related to a professional project. The faculty member provides confirmation of the presentation or a statement relating conference participation to specific scholarly, curricular, and/or professional development goals.
- 3) Expenses related to presentation and/or performance of artistic or scholarly work. The faculty member provides a statement explaining the importance of the expenses for the project in question.
- 4) Expenses related to materials and supplies for the production of artistic or scholarly work, excluding books, journals, and memberships. For technical fields, this might include software or datasets but will exclude hardware and technical equipment. For scholarly research, it might include website access or purchase of collected research materials. For books and journal articles, it might include subvention funds, image reproduction, page charges, indexing costs, editorial assistance, or manuscript review. For artistic projects, it might include supplies fundamental to artistic production, such as film stock, canvases, raw materials, etc. Again, the faculty member provides a statement explaining the importance of the expenses for the project in question.

Important Dates for 2019-2020

One check request per semester with all allowable expenses and documentation will need to be submitted to the appropriate administrative support staff for submission to the Controller's Office by the following deadlines:

Fall Deadline: January 31, 2020
Spring Deadline: May 31, 2020
Summer Deadline: August 31, 2020

Check mailing date: February 28, 2020
Check mailing date: June 30, 2020
Check mailing date: September 30, 2020

Research activity that takes place after May 31, 2020 will fall within the 2020-2021 fiscal year.

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Reimbursement Procedure

To receive reimbursement, complete the Check Request Form (<http://www.bard.edu/budgetoffice/toolbox/>) Please attach a paragraph describing the professional project and an itemized list with summary of expenses for which you are seeking reimbursement. Include documentation of any performance or presentation and original, itemized receipts. Be sure to adhere to all business office policies and meal reimbursement rates*. Give this packet to your divisional administrative assistant for processing. You will receive 100% reimbursement for qualified expenses up to \$2,000. No preapproval is required. Expenses will be verified by the Office of the Dean of the College.

Some guidelines to keep in mind when planning use of the funds and requesting reimbursement:

1. Please be sure to fill out the form with legal name or Bard ID# and the address to which you would like your check mailed.
2. All receipts should be itemized, original receipts. Credit card statements will not be accepted.
3. All requests must be signed by the Dean of the College or an appointed staff member in the Dean of the College Office.
4. Bard College is tax exempt and taxes will not be reimbursed. Please make every effort to go through the purchasing office to avoid tax on allowable expenses.
5. Travel-On is an authorized agent for Bard College common carrier travel. Most travel can be booked through their online system and charged directly to the College. Faculty are encouraged to use the site for rental cars, hotels and train transportation as well as airfare. Faculty administrative support staff can assist with these reservations.
6. For other expenses, you may be able to go through an approved vendor to avoid paying out of pocket: for a list of vendors used by Bard College please see the administrative support staff in your division/program or email the Purchasing Office at purchase@bard.edu.
7. Reimbursements outside of the deadlines below will fall into the next reimbursement window. Checks will not be issued off-cycle.

*Detailed receipts for each expense are required for all reimbursements; credit card slips will not be accepted as a receipt. The College will not reimburse for unreasonable or excessive food, beverage and miscellaneous expenses.

Per-person meal reimbursement rates:

Breakfast – without itemized receipt: \$7.00/with itemized receipt, up to \$10.00

Lunch – without itemized receipt: \$10.00/with itemized receipt, up to \$15.00

Dinner – without itemized receipt: \$20.00/with itemized receipt, up to \$30.00