

Travel Policy IUPUI School of Informatics

1. The Indiana University School of Informatics at IUPUI Travel Funding Executive Committee (Deans and Business Administrator) will review all travel funding requests that follow the guidelines below.
2. Travel funding for full-time academic appointees (with the following ranks: tenured, tenure-track, clinical, lecturer, and academic specialist) and professional staff will be limited to \$1500 per fiscal year, subject to the school's budget and university or campus budget restraints. Requests from biweekly employees for travel funds will also be considered, and funding will depend on the availability of funds and the nature of the meeting. Requests for research associate travel will be directed to the IRI where they will be considered for funding.
3. Travel funding provided is intended to support teaching, research, creative activity, and professional development.
4. Faculty members with startup (also known as research or development funds) will not be able to access any travel funds until their startup funds have expired or been exhausted.
5. Funds may not be carried over from fiscal year to year.
6. In unusual circumstances, individuals may borrow against their travel allowance from the following year, depending on the availability of funds.
7. Faculty members who are invited to give presentations should first attempt to have travel costs paid by the inviting institution, sponsor or conference. Exceptions will be made depending on the availability of funds and the nature of the meeting.
8. Funding may be requested for expenses related to:
 - Transportation to and from seminars, conference and conventions either by commercial carrier or by car (with reimbursement for mileage)
 - Rental car fees when necessary
 - Lodging
 - Registration fees for seminars, conferences and conventions
9. The School of Informatics travel funding cannot duplicate funding from any other source. Faculty members are strongly encouraged to explore funding possibilities through research grants or sponsoring organizations before applying for travel funds from the School of Informatics. Faculty members traveling to conference overseas should apply first to the Overseas Travel Fund, International Programs, IUB.
10. Faculty and staff must complete travel forms in the School of Informatics administrative office before the start of travel. Complete documentation and original receipts must be submitted to the office immediately upon completion of travel.
11. The Indiana University Travel Management Services web site includes regulations and policies governing travel and Indiana University. The site also includes a number of useful, money-saving tips which will assist faculty and staff members in the School of Informatics to maximize School of Informatics travel funds. Go to <http://www.indiana.edu/~travel/> for more information.
12. The University presets mileage reimbursement rates annually. For FY06/07:
 - \$0.445 per mile (Effective January 1, 2006) for the first 500 miles
 - \$0.22 per mile for 501-3000 miles
 - Nothing for miles in excess of 3000
13. Faculty and staff members in the School of Informatics should complete the Request for Travel Funding form in applying for travel support funds. This form and any supporting documentation should be submitted to the administrative office in the School of Informatics.
14. It is essential that accurate estimates be provided in all applications. Documentation such as letters of invitation, conference descriptions, programs, etc. should be submitted with the application.
15. Applicants will be notified regarding action taken by the Executive Committee.

**INDIANA UNIVERSITY
SCHOOL OF INFORMATICS
REQUEST FOR TRAVEL FUNDING**

May 2007

Please read the attached Travel Policy before completing this form. Print legibly or type.

Submit this form, along with any supporting documentation such as letters of invitation, conference descriptions, programs, etc. to the administrative office.

Requestor _____

DESCRIPTION OF CONFERENCE

Name of Conference:

City/State/Country of Conference:

Dates of Conference:

Dates of Travel:

Name, background information and focus of sponsoring organization: (include web site)

Please provide information on the importance of this conference to your professional development:

Please indicate the nature of your participation in this conference: (include acceptance/invitation letter)

Circle all that apply: **accepted peer reviewed paper - invited paper – published in Journal**

Value of conference to your research or teaching objective or administrative duties at the School of Informatics:

What specific value may accrue to the School of Informatics as a result of your attendance at this conference?

Please provide an abstract of your paper to be presented at the conference.

Budget

Transportation:

Airfare \$ _____
Number of miles @ \$0.445 per mile (first 500 miles) _____ \$ _____
Number of miles @ \$0.22 per mile (501-3000 miles) _____ \$ _____
Other (specify, for example, rental car) _____ \$ _____

Total transportation \$ _____

Lodging:

Name of hotel _____
Number of nights _____ Cost per night \$ _____ **Total lodging \$ _____**

Miscellaneous:

Registration fee \$ _____
Other (specify) _____ \$ _____

Total miscellaneous \$ _____

Total request \$ _____

ADMINISTRATIVE USE ONLY

Date received _____ Total amount approved \$ _____
Date considered _____ Total amount dispersed \$ _____

Recommendation

_____ Approve _____ partial support
_____ Deny

Administrative Signature _____