



ROCKY VISTA UNIVERSITY

RSAC POLICY FOR FACULTY TRAVEL SUPPORT

Faculty who wish to present their scholarly work at an extramural meeting, and have exhausted their departmental professional development funds available for such purpose, may request supplemental travel funds from the Research and Scholarly Activity Committee (RSAC). RSAC will support reasonable travel expenses for faculty attending an extramural meeting to present their scholarly work as a representative of the University. If funds are available, RSAC will provide support in an amount not to exceed \$750 per faculty member per calendar year. RSAC does not guarantee funding to each applicant and will make decisions on a case by case basis. **A copy of the accepted abstract, verification of acceptance for presentation, and documentation of exhausted departmental funds must accompany the request for funding.** RSAC reserves the right to refuse funding to multiple RVU faculty members presenting the same abstract. Travel expenses will not be covered for faculty attending meetings where the primary purpose is continuing medical education.

Faculty are expected to use the most economical travel arrangement possible.

- 1) No mileage reimbursement will be given for conferences within 75 miles of Parker.
- 2) No mileage reimbursement will be given if the cost of flying is less than the reimbursable rate of driving. Mileage is reimbursed according to the current RVU policy only to the faculty member whose car is being driven.
- 3) Airline flights are acceptable for distances that are in excess of three hours driving time.
- 4) As a budget saving measure, faculty traveling to the same meeting may share a hotel room to reduce expenses. All names must be listed on the reimbursement worksheet if sharing room expenses.
- 5) No reimbursement will be provided for families accompanying the faculty member.
- 6) Meals will be reimbursed only with receipts, up to the per diem rate according to current RVU policy. No alcohol expenses will be reimbursed.

Faculty who prepare and present posters will submit their poster for display in the hallway on the second floor following the meeting.

Travel Funding Request Procedure:

- 1) To request travel funds, faculty must complete the Request for Support to Attend a Professional Meeting form and attach (1) the accepted abstract, (2) verification of acceptance for presentation, and (3) documentation of exhausted departmental professional development funds.
- 2) Submit all documentation to tmcnair@rvu.edu at least 30 days prior to travel.
- 3) Faculty will receive acknowledgement/approval of their travel request within 72 hours.

Payment/Reimbursement Procedure:

- 1) Faculty must comply with all RVU policies regarding Employee Travel.
- 2) Prior to travel: complete the Travel Authorization form and obtain signature from RSAC Chair to authorize use of RSAC funds. Submit to the travel agent and accounts payable.
- 3) Upon return from travel: prepare expense reimbursement form and attach itemized receipts for all costs incurred, including meals; **submit to accounts payable within 1 week of return.**