



Stony Brook
School of Social Welfare
Faculty/Administrator Travel Guidelines
Effective October 15, 2022

The Faculty/Administrator Travel Fund is available to all full-time faculty (tenured, tenure-track, and clinical) and full-time administrators serving in leadership roles for assistance in alleviating some of the cost of professional travel during any academic year (Fall, Spring, Summer). The Fund is designated to support travel to: present at and/or serve in a specified key function at professional conferences, to enhance research/scholarship, and to professionally represent the school. Faculty/Administrators may apply for reimbursement for up to a maximum of two trips per academic year, with an annual total reimbursement cap of \$1,500 or less. A faculty/administrator on any type of leave including research, sabbatical, special, or health-related leave are not eligible for funding. Funding is available if the conference occurs after the faculty/administrator returns from leave. To ensure equitable funding for all faculty, all requests and reimbursements will be reviewed and approved centrally by the Office of the Dean.

Guidelines:

- Faculty/administrators must notify their immediate supervisor of their intention to travel to a conference and complete the SSW Travel Justification Form
- The Dean will review each request on a case-by-case basis based on each person's justification and rationale for the need.
- All requests/reimbursements must be submitted via Concur to Assistant Dean Sawanee Khongsawatwaja, no longer to their respective supervisors.
- Each faculty/administrator is eligible for a maximum reimbursement of \$1,500 (academic year reflects September 1st to August 31st).
- Eligible expenses include: conference registration fee (early bird and regular), transportation (air, rail, personal vehicle mileage, or taxi/cab), lodging, and food at the approved per diem rate.
- Ineligible expenses are: alcohol, late registration fee, personal items (e.g., shampoo, toothbrush, toothpaste, etc.), sales taxes where University is tax-exempt, and any other miscellaneous expenses.
- Travel to multiple conferences is allowed if the reimbursement is within the allowable \$1,500.
- Unused funds do not roll over to next academic year.
- Faculty/administrators who do not plan to travel may NOT allocate their funding to another faculty member, or another use.
- Unused funds may be reallocated to support student travel (\$1,500 can support 3 students at \$500 each student) if/as indicated.
- Travel is restricted to the United States only, no international travel will be funded.
- This guideline is effective starting October 15, 2022 until further notice.

Exceptions:

- Faculty with Start-Up funds must utilize their funds and will not be funded from School's budget. Expenses may exceed \$1,500 based on start-up budget availabilities.
- Faculty with grants, contracts or private funds may utilize those funds. Expenses may exceed \$1,500 based on grants/private funds approved budget.
- Faculty who are invited to be a keynote speaker AND all travel expenses covered by the conference.
- Exceptions can be made by the Dean where she deems appropriate.

Guidelines subject to change at any time and without notice contingent upon budget.