

July 29, 2013

MEMORANDUM

TO: Peabody Faculty Members

FROM: Camilla P. Benbow *CPB*
Patricia and Rodes Hart Dean of Education and Human Development

RE: Faculty Travel Guidelines

Peabody's support of faculty travel from institutional funds is intended to help make it possible for faculty without applicable alternative sources of support to participate in conferences of major professional organizations. Unfortunately, financial resources are limited and may not be sufficient to defray all expenses for some trips.

The faculty travel guidelines outlined below apply to travel supported from institutional funds. These guidelines do not apply to grant-funded travel.

Levels of Funding

- Tenure-track faculty members. Because tenure-track faculty members must build their reputations in the early years of their careers in preparation for their tenure reviews, Peabody College provides them funding of up to \$3,000 per year for travel to present papers at major professional meetings¹.
- Full-time tenured, practice, and clinical faculty members. These faculty members are provided up to \$2,000 per year to present papers at major professional meetings.
- Full-time senior lecturers. These faculty members also are eligible for funding of up to \$2,000 per year to participate in major national professional meetings that will facilitate their professional development relevant to their faculty role. They are asked to submit their plans to their department chair, who, upon confirming that the proposed meeting is appropriate and their involvement is consistent with their faculty role, will endorse and forward their request to the Dean's Office.

¹A "professional meeting" is understood to be a conference of a professional organization at which multiple papers are presented. Peabody does not provide funds to support travel for invited presentations or workshops by Peabody faculty at other universities, schools, etc. If you are unsure whether a particular event would constitute a professional meeting under this policy, please consult Bryan Ratliff.

- Full-time lecturers. These faculty members are eligible for funding of up to \$1,000 per year to participate in major national professional meetings that will facilitate their professional development relevant to their faculty role. They are asked to submit their plans to their department chair, who, upon confirming that the proposed meeting is appropriate and their involvement is consistent with their faculty role, will endorse and forward their request to the Dean's Office.

If less than \$1,000 is spent on a particular trip, the remaining funds may be applied to the faculty member's next College-funded trip prior to June 30 (i.e., within the current Vanderbilt fiscal year).

Funds are not currently available for travel by part-time faculty members, and no additional support is available for international travel.

Funding for Each Trip

Peabody will provide up to \$1,000 per trip as follows:

- Up to \$75 per day, including travel days, for meals, ground transportation, long-term or economy airport parking, baggage fees, mileage to and from the Nashville airport, tips, internet access, etc. Please note that \$75 is a maximum rather than an automatic allotment. It is not a "per diem."
- Up to \$50 additional (trip total) for ground transportation, long-term or economy airport parking, and/or baggage fees not covered by the above daily maximum.
- Reasonable airfare (economy, advance-purchase), including fees for checking luggage
- Conference advance registration fee (but not membership dues)
- Hotel room (convention rate for single room)

As noted above, if less than \$1,000 is spent on a particular trip, the remaining funds may be applied to the faculty member's next College-funded trip within the current Vanderbilt fiscal year.

Combining Sources of Funding

- Ordinarily it is not permissible to combine grant funds with Peabody travel funds. Travel that is grant-related should be grant-supported. Requests for exceptions to this restriction must be accompanied by a clear rationale (beyond the cost of the trip exceeding \$1,000) that includes a summary of expenditures from the grant's travel budget and the balance remaining.
- Faculty may supplement the total trip allowance with PI funds, advising compensation, and the like.

- Startup funds may not be combined with Peabody travel funds unless the faculty member is early in his or her career at Peabody and provides a clear rationale (beyond the cost of the trip exceeding \$1,000) that explains why the cost of the proposed trip would be a startup expense.

Prior Approval

Before any trip is taken, departmental approval is obtained and the Travel Authorization Form is forwarded to the Dean's Office for consideration. Please include a copy of the conference program or a letter or email message verifying acceptance of the paper to be presented.

Timeliness of Expense Reports

The Vanderbilt University travel policy states that travel expense reports must be submitted using the Concur online tool within sixty days of trip completion. Please take into consideration the necessary approval/routing process so that required approvals can be obtained in a timely manner. Early submission is encouraged.

Travel expense reports processed after the 60-day limit will be coded as taxable income to the traveler and included on the Form W-2 for year-end tax reporting.

Coverage of Classes

Faculty members are expected to meet their teaching obligations if at all possible or else arrange for coverage of their classes while at the conference. It is inappropriate for classes to be cancelled.