

DEAN'S OFFICE PROFESSIONAL DEVELOPMENT TRAVEL FUND POLICY

Through the generous donation of the Bernard A. Dahlem family in behalf of former Professor and Chair John E. Heer of the UofL Civil Engineering Department, the Speed School Dean's Office maintains an important endowment fund that was established to encourage professional development activities of its faculty and staff. Subject to fund availability, the Dean's Office will provide up to \$1,000 of reimbursed expenses for one professional development activity per fiscal year. Eligible reimbursement costs include associated event registration and travel expenses such as airfare, lodging, and meals. To qualify for these funds, the traveler must obtain approval from their chair/supervisor and submit an email request, prior to the trip, to the SSoE Assistant Dean for Finance, Connie Braden, at: cabrad01@louisville.edu, with the following:

- A description of the event including location and dates of travel,
- A statement as to how the event is related to the employee's duties and responsibilities, mission of the department, and professional development,
- An accompanying email from the department chair or direct supervisor that supports the travel as being "mission critical",
- The amount requested for registration, lodging, travel and meals (up to \$1,000). Any additional costs over and above the \$1,000 amount will have to be covered by another funding source.

NOTES:

1. Faculty and staff are allowed to receive funding for only one event per fiscal year.
2. Funds will ONLY be provided through the *Travel and Expense Report*. This means that charges must be incurred personally by the traveler and meet all university reimbursement eligibility requirements at <http://louisville.edu/finance/controller/acctops/travel/travelpolicy>
3. Travel expenses that have been previously charged to a university speedtype (such as to a ProCard, RIF account, or grant account) are NOT eligible for reimbursement using Dean's Office Travel Funds. Intra-university transfers (IUTs) will not be used to move charges to the endowment.
4. If the funds are exhausted during a fiscal year, the program will be terminated until the start of the next fiscal year.

For all travel related questions, contact the Speed School Business Center at spdbusns@exchange.louisville.edu or 502-852-0403.