



TITLE III FACULTY TRAVEL SUPPORT PROGRAM

CENTER FOR TEACHING AND LEARNING TRAVEL POLICY AND PROCEDURES

If you are interested in applying to the Center for Teaching and Learning for travel support, please be advised that you must **first** be approved for a “DSU Visa Travel Card” if one is not already acquired. **The “DSU Travel Card” must be used for all travel expenses.** No travel funds will be authorized without a DSU Travel Card. To apply for a “DSU Visa Travel Card” please contact:

*Division of Finance & Administration
Administration Building, 3rd Floor
(302) 857-6200*

Once you have been approved for a “DSU Visa Travel Card”, please submit the following documents:

1. A Letter of Request to the Director, Center for Teaching and Learning on department letterhead. The letter must request usage of Title III funds and must include an explanation on how attendance at the event or conference will enhance teaching and learning as related to the Center’s mission of strengthening and supporting academic programs.
2. A copy of the official advertisement/call for the conference, stating specific information about the conference and its topics. Quotes for Hotel, Airfare, and any other pertinent travel expenses must be included in the request for funds.
3. Completed **CTL Authorization to Travel form and the CTL Travel Guidelines** (attached) with itemized costs and appropriate signatures of the Department Chair and Dean.
4. Please allow up to 5 business days for the Center for Teaching & Learning to review your request.
5. An email correspondence will be sent to your DSU email account itemizing each requested expense. **Please be sure not to exceed the allotted funds in each category, as you may be responsible for any expenses that exceed the awarded amount.**

Please be aware that travel funds from the Center for Teaching and Learning must be professional development in the area of teaching/learning/assessment (including technology) and/or curriculum development. Furthermore, the CTL reserves the right to grant or deny any request based on availability of funds, as well as department and personnel equity issues. Travel supplements are offered on a first-come/first-serve basis. Rarely are the supplements adequate to defray all costs. Funds are intended to supplement contributions by your department and other resources. Please call (302) 857-6140 or email ctl@desu.edu if you have any questions.



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Center for Teaching and Learning Travel Guidelines

1. It is **expected** that your Department and/or college share the expenses of your travel.
2. All requests for funding must be submitted **30 days prior** to Travel.
3. All CTL sponsored travel must be within the United States and its territories.
4. Good judgment should be exercised since reimbursement will only be made for reasonable and necessary expenses incurred.
5. Travelers are advised to make travel reservations as far in advance as possible to obtain the lowest fares. **Travelers should also be aware of airline refund policies prior to booking discounted flights.**
6. “No show” or cancellation fees **will** become the liability of the traveler if changed for personal reasons. (*Section VI, DSU Travel Policy*).
7. Cash advances and rental care fees are **NOT** allowable expenses.
8. Meals expenses are allowed, however a maximum of **\$45.00 per day** is allowed without receipts. 75% of the allotted amount will be allowed for departure and return days. **Please note that the CTL per diem rate differs from the university allowance of the GSA per diem rates.**
9. Tips and gratuity are allowed a maximum of **\$10.00 per day** without a receipt. Receipts must be submitted for expenses over \$10.00 per day.
10. Parking and tolls are allowed a maximum of **\$10.00 per day** without a receipt. Receipts must be submitted for expenses over \$10.00 per day.
11. Travel costs not approved in advance or in excess of what has been awarded may not be reimbursed and may become the personal responsibility of the traveler.
12. Upon completion of travel, a completed M&T Bank Centresuite expense report with pertinent receipts is due the Center for Teaching & Learning **within 5 business days** of your return. This will require you to reference your CTL issued R#
13. Upon completion of travel, a completed Travel Summary report is due the Center for Teaching & Learning **within 5 business days** of your return.