

**Instructional and Professional Development
Funding Guidelines
AY 2007-2008**

<u>Level</u>	<u>Reimbursement Percentages</u>		<u>Level of Involvement</u>
	<u>Travel</u>	<u>Registration</u>	
A	70%	70%	Present at national or regional conference (refereed; published paper or abstract)
B	60%	60%	Present at national conference (not refereed; no publication)
B	50%	50%	Chair session, act as discussant or other similar involvement.
D	\$300 max.	0	Attend conference

Maximum amount of reimbursed expenses (travel and registration) per trip - \$1,000.

Maximum amount of reimbursed expenses (from I&PD funds) per trip for joint presenters - \$1,000 total (requests must be submitted at the same time)

Maximum amount of reimbursed expenses (from I&PD funds) per person per academic year - \$1,000.

Note: The Dean and Academic Vice President may deviate from these guidelines, depending on the situation. The Academic Vice President reserves the right to re-evaluate / alter the funding commitment made to faculty who resign or announce plans to resign, if/when the funded travel will occur after the expiration of the faculty member's current contract. All funding commitments from this account are reviewed for relevance to the faculty member's duties and the benefits to DSU.

Travel requests must be submitted at least one month in advance of the proposed travel. Travel funds will be set aside based on the travel estimate included in the request. Actual travel expenses may not exceed 110% of the travel estimate.