

**Training
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% | Participation in training vital to program and curriculum development |
| B | 50% | 50% | Participation in training to supplement / enhance current curriculum |

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

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

Note: The Dean/Director and Vice President for Academic Affairs may deviate from these guidelines, depending on the situation. The Vice President for Academic Affairs 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 Request and Training Fund Travel Request forms 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 funding will not exceed 110% of the travel estimate.