

ASPDC Travel Grants

Wednesday, November 10, 2021

ASPDC Travel Grant, Chair

Keith Wadley

Dr. Stephanie Hawkes, ASPDC Committee Chair

ASPDC Travel Grants

- *The Academic Staff Professional Development Committee (ASPDC)*
- *ASPDC is an outgrowth of the contractual agreement between the AAUP and WSU.*
- *Each year, funds are allocated to ASPDC to support conference attendance and professional development activities.*

ASPDC Travel Grants

- *\$30,000 Annually*
- *\$15,000 is allocated to host campus activities and events*
- *\$15,000 is allocated to support professional development and conference attendance.*

ASPDC Travel Grants

Academic Advisors

Health Physicist

Academic Services Officers

Archivist

Extension Program Coord.

Librarians

Financial Aid Officers

Athletic Coaches

University Counselors

University Counselor Assistants

Academic Staff (renewal contract)

Athletic Trainers (Except those in Division I sports)

ASPDC Travel Grants

- *Start by completing a travel request through Travel Wayne*
- *All travel requests must be “Approved” by your department supervisor*

ASPDC Travel Grants

- ***Complete the Travel Grant online application via the ASPDC website***
- [Travel Grants - ASPDC - Academic Staff Professional Development Committee - Wayne State University](#)

ASPDC Travel Grants

- *ASPDC will reimburse 50% of your travel expenses up to a maximum amount of \$800.00 each year.*
- *Estimated travel must equal or exceed \$1,600.00 to qualify for the maximum amount.*
- *ASPDC will reimburse your departments for 100% of travel expenses if the total cost is \$300.00 or less.*

ASPDC Travel Grants

- *Travel Wayne*
- *Download a copy of your “Travel Request”*
- *Add it to your Travel Grant Application as a PDF*

ASPDC Travel Grants

Travel Request

- *Provides us with an estimated cost for your travel expenses*
- *Provides us with a tentative itemized cost for*
 - *Travel (air, train, bus, personal vehicle)*
 - *Hotels*
 - *Conference Registration fees*
 - *Etc.*

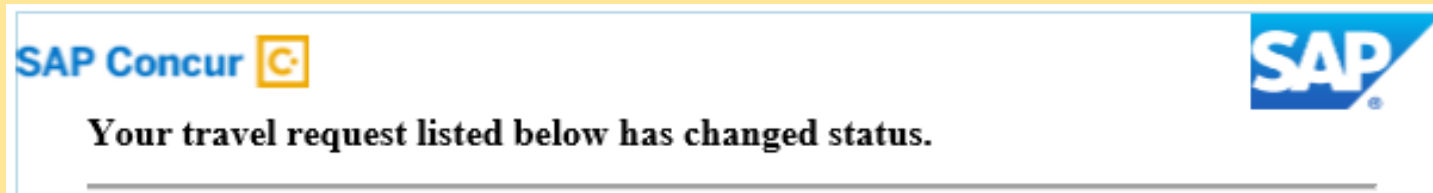
ASPDC Travel Grants

Travel Request

- *Request ID : 4QJA*
- *Minimum Departure Date : 02/11/2022*
- *Approval Status : "Approved"*
- *Sender's Name :*
- *Email Address :*
- *Manager Name & Email Address :*
- *Country of Residence : UNITED STATES*
- *Department ID :*

ASPDC Travel Grants

- ***Approved Travel Requests Only***
- ***Do not send:***
 - ***A copy of your “Change of Status” form***



- ***Conference Registration***
- ***Hotel Reservations***

ASPDC Travel Grants

- *Information from your APPROVED Travel Request is what we use to determine your eligibility for Travel Grant funding*
- *If approved, you'll be notified via email*



ASPDC Travel Grants

Final Expense Report

- Within ten days of returning from your conference, email us a copy of your “Final Expense Report”*
- The Final Expense Report will provide us with an itemized breakdown of your actual expenses for your trip*
- We will use this amount to determine the final amount of your award*

ASPDC Travel Grants

- *Once Final Expense Reports are submitted*
- *PDF copies are forwarded to the Provost's Office*
- *This starts the process to reimburse your department for the approved Travel Grant amount*

ASPDC Travel Grants

Point of Clarification

- Your Department/Division/School/College will pay for all travel expenses on the front end***
- Priority is given to junior academic staff <7 yrs; If you received 3 or more consecutive grants a 4th grant may not be funded due to equitable distribution of travel grant awards; You MUST BE actively employed at the university to receive funding before and after travel; In person and virtual conferences are eligible for travel grant awards.***
- ASPDC will reimburse your department once you've returned from your conference.***

ASPDC Travel Grants

Closing Remarks

- ASPDC will reimburse 50% of your travel expenses*
- Up to a maximum amount of \$800.00*
- Maximum award – Must be \$1,600 or more*
- Any amount less than \$1,600.00 – 50% of that total*
- \$300.00 or less – 100% of travel cost is covered*

Questions

