

Information and Guidelines for the ASPDC Travel Grants



The Academic Staff Professional Development Committee (ASPDC) is committed to providing opportunities for academic staff members to enhance their professional development. To encourage involvement and participation in off-campus conferences and activities, the ASPDC provides support for professional development through the Travel Grant program.

The grant program is through reimbursement to the departmental account used to fund the travel, and requires matching funding through a person's home department or other alternative source*. The activity must be significant to the academic staff member's professional development, and may be local, regional, national, or international. The program runs concurrently to the university's fiscal year (October 1 – September 30).

Contingent upon the availability of funds, the grant may match up to **one-half of the total cost of travel**, with a maximum amount of \$800 per individual per fiscal year. The home department (or alternative funding source*) must provide at least one-half of the travel funding. A person may apply for more than one Travel Grant during the fiscal year, providing the total cost for all grants do not exceed the \$800 limit.

Eligibility

All academic staff members are eligible to apply for the travel grant. Priority will be given based on the following criteria:

1. Involvement in the meeting or activity (i.e. - Presenter, Committee Chair, etc.)
2. Employees who have not previously received a grant award in the current academic year

Priority Deadlines

The following are the priority deadlines for the travel grant application for the fiscal year October 1, 2013 – September 30, 2014:

For Travel during	Submit application by	Decision will be announced by
Fall semester October 1, 2014 – December 31, 2014	November 30, 2014	30 days after submission of application
Winter Semester January 1, 2015 – April 30, 2015	February 15, 2015	30 days after submission of application
Spring/Summer semester May 1, 2015 – July 31, 2015	April 30, 2015	30 days after submission of application
September 1, 2015 – September 30, 2015	August 1, 2015	30 days after submission of application

Please note:

- The ASPDC could award an amount less than the \$800 maximum to an individual if the availability of funds is limited.
- The ASPDC reserves the right to limit the amount of Travel Grants awarded to any department sending more than one individual to a single activity.
- The ASPDC reserves the right to withdraw a grant if procedures are not followed correctly.
- The ASPDC may consider awarding 100% of travel requests of \$300 or less.

Application Guidelines

Your application packet should include two sets, **an original and one copy**, of the following:

1. The official ASPDC Travel Grant Application.
2. Program and/or other documentation of the activity to be attended.
3. Brief description of the activity, its relationship to your professional development, and your involvement in the activity.
4. A copy of the approved Travel Request printed from the Concur Travel Wayne System.

Please note:

- Applicants are encouraged to apply as early as possible, and in adherence to the priority deadlines, above. It is the responsibility of the applicant to assure the application package reaches the ASPDC Travel Sub-Committee Chair by the stated priority deadlines.
- Notification of approval or denial of your application will be sent, via email, no later than 30 days after submission of application.
- **The amount awarded may be less than the requested amount.**
- If you are awarded a travel grant, you **MUST** respond to the e-mail your acceptance of the Travel Grant.

After completion of Travel:

Where the department is paying the match

The individual traveler must return to ASPDC a copy of the final Travel Expense Report or Reports for the awarded travel, within ten (10) business days after the completion of the travel. It is the responsibility of the award recipient to see that the required paperwork is submitted by the deadline, if it is being done by a staff member.

Where you are paying the match

The individual traveler must work with ASPDC to ensure the allocation for travel expenses is done in the Concur Travel Wayne System within ten (10) working days after the completion of the travel. It is the responsibility of the award recipient to see that the required paperwork is submitted by the deadline, if it is being done by a staff member.

Please Note:

THE ASPDC RESERVES THE RIGHT TO WITHDRAW A TRAVEL GRANT IF A FINALIZED TRAVEL EXPENSE REPORT OR REPORTS IS NOT RETURNED TO THE TRAVEL GRANT CHAIR WITHIN 10 BUSINESS DAYS OF COMPLETED TRAVEL.

Questions regarding the Travel Grant Program should be directed to:

ASPDC Travel Grant Program Subcommittee Chair
Geraldine E. Brown
Office of Federal TRIO
1330 A/AB
313-577-7671
jerrijohnson@wayne.edu

Applications for travel during the 2014 – 2015 fiscal year will be accepted starting **October 1, 2014.**