

Process for DSPT Faculty Travel Reimbursement

Please note: There is a limited availability of travel funds for the faculty. Please check with the Academic Dean for current limits. You are also requested to seek funding from other sources prior to petitioning DSPT for funds.

1. Submit DSPT Travel Request Form at least three (3) weeks prior to travel.
 - Fill out the form completely.
 - If you are presenting a paper, include the title and the session at which you will present. If you are organizing a session, include the title of that session. If you are presenting more than one paper, information about other papers should be noted in the “Additional Information” section. If you are travelling for a reason that is not explainable by the title of your paper and/or the session of a conference, put N/A for those sections and explain the reason for your travel request in “Additional Information.”
 - If you applied for outside funding, please explain the nature of the funding in the “Additional Information” section. Include the amount you hope to receive.
 - At this first stage of the process, you need only submit an estimate of your expenses. Receipts will be required for actual reimbursement (see item 2, below). See below for information about authorized expenses.
 - Print and sign the completed form. *N.B.:* By signing the form, you agree to provide a summary of your participation in the conference, which must be received prior to reimbursement. This summary may be submitted with this form or with the request for reimbursement. See below for information about what will be accepted as a summary.
 - This form should be submitted to the Academic Dean by 3:00 p.m. on the Thursday three (3) weeks prior to travel. It will be reviewed at the next Senior Staff Meeting (normally on Friday mornings) and the Academic Dean will inform you in writing of the availability of funds.

2. Submit the DSPT Travel Reimbursement Form within one (1) month after your travel.
 - Please note: reimbursement requests will not be accepted without prior funding approval, as outlined in #1.
 - Fill out the form completely.
 - Include the title of the paper that you presented and the session that you presented in, or the session that you organized. If you presented more than one paper, information about other papers should be noted in the “Additional Information” section. If you travelled for a reason that is not explainable by the title of your paper and/or a session of a conference, put N/A for those sections and explain the reason for your travel request in “Additional Information.”
 - If you did look for outside funding, select yes and explain in the “Additional Information” section. Include the amount you will receive or received from outside sources.

- Please fill in the requested line items; the form will do the calculations for you. If you are requesting reimbursement for mileage, put the number of miles in the form and it will calculate the reimbursement amount for you. You must attach itemized receipts for every expense – *credit card statements will not be accepted!* If you are requesting reimbursement for mileage, you must include a printed map (e.g., from Google maps or MapQuest) showing the distance in miles. Your request will not be approved until all information is received.
- Print and sign the completed form.
- If you did not submit your summary with your request, you *must* submit it with your request for reimbursement.
- The form should be submitted to the Academic Dean for final approval.

Authorized expenses:

- You are expected to book the lowest fares and lodging fees possible in regards to your business needs.
- Transportation: Transportation to and from the conference location may be reimbursed. Costs from daily travel or sightseeing once you have arrived at your conference location are not included. Covered transportation expenses include:
 - Airfare, train fare, or other type of fare from the Berkeley area to the conference location.
 - Taxi, shuttle, or public transportation to and from the airport(s) or train station(s).
 - Fees for a rental car if you are driving to the conference, but not if you are first travelling by other means.
 - Mileage (at \$0.35 per mile) if you are driving your own car to the conference.
- Lodging: Hotel, motel, inn, or hostel fees may be reimbursed. DSPT does not reimburse for food or beverages at your conference location. If you are sharing the cost of a conference room, one person should make the reservation, but you should ask them to divide the bill, either when you check in or check out, so each person has an individual receipt for their own conference expenses.
- Registration: The fee for your conference registration may be reimbursed.

Acceptable forms of summary of conference participation:

A summary of your conference participation to be posted on the News section of the DSPT website and/or in the monthly e-newsletter must be included with either your travel request or your reimbursement request prior to receiving reimbursement. This summary may be in the form of:

- A one or two paragraph summary written by you about your participation in the conference.
- A copy of the abstract(s) of your presentations.