
Faculty Travel Award FAQs

What is the Faculty Travel Award Program?

The FTA is an award for eligible faculty to help defray the costs of lodging and airfare for peer-reviewed papers and presentations at conferences and other qualifying professional meetings.

Who is eligible for the Faculty Travel Award?

Tenured and tenure-track faculty are eligible to apply. Faculty on FERP are not eligible.

How many awards are faculty eligible for?

Eligible faculty may only be awarded one (1) travel award per fiscal year (July 1 – June 30) while funds are available. Any unused allotments from prior years may not be rolled over into the next fiscal year.

How much does the travel award cover?

The FTA covers up to \$1,000.00 for airfare and lodging (maximum \$275 per night) for domestic trips and up to \$1,500.00 for airfare and lodging (maximum lodging rate based on foreign per diem rate) for international trips. Foreign Per Diem Rates can be found here:

https://aoprals.state.gov/web920/per_diem.asp

How do I apply?

Submit the faculty travel award application along with the checklist items to the LFCoB Fiscal Services Office in BUS 354. The LFCoB Fiscal Services Office will notify you via e-mail of approval.

When do I get the award?

The award will be allocated towards lodging and airfare at the time you submit your travel expense. Only the actual cost of expenses will be reimbursed. Be sure to save your lodging and airfare receipts for your travel expense.

How do I prepare my travel expense?

Follow these [step-by-step guidelines](#) on how to complete a travel expense claim through Concur.

My travel expense exceeds the maximum lodging rate. What do I do?

If your travel claim exceeds the maximum lodging rate of \$275, an [Authorization for Exception to Travel Policy](#) form must be completed and routed to the Office of the Provost. Please upload the approved exception form to your travel expense.

My travel expense exceeds the 60-day reimbursement deadline. What do I do?

All travel expense must be submitted no later than 60-day from the trip return date. No exception.

My Department is also covering expenses for my trip. What do I do?

Departments that are covering additional expenses for the same trip your travel award is being used will indicate chart-field at the time of Concur travel expense submission.

I applied for the travel award, but haven't heard back.

If you are experiencing a delay over the summer, a budget is in process during the month of July. Faculty with July and August trips will experience an inevitable delay while Academic Resources allocates funds for the next fiscal year. It's not until a budget is finalized (late July/August) that Faculty Affairs resumes awards. During this time, we are unable to approve any applications, however Faculty Affairs, upon request from the faculty, can indicate whether the faculty's presentation meets the award criteria.

Are transportation and meals covered by the FTA?

Only lodging and airfare is covered by the FTA. Taxi, rideshare (Lyft/Uber), and mileage, as well as parking and toll fees cannot be claimed. Meals and other hospitality cannot be claimed. It is possible that your Department may cover these additional expenses. Be sure to check in with your Department on how to get these expenses covered.

If your conference meeting place is not in the same city/town as the airport which you land, public transportation **to get from the airport to your conference meeting destination**, such as a train, may be claimed. Be sure to keep original receipts for this expense.

I did not fly from a local San Francisco Bay Area airport (SFO, OAK, SJC). What do I do?

While we encourage travelers to fly out of a local airport, if you will be flying out of a non-local airport, please provide a flight comparison estimate and reason for flying out of a non-local airport on your travel claim. Your comparison should use the same airline. The smallest airfare amount will be reimbursed.

What if I want to drive to my conference meeting?

The travel award may cover mileage at the rate of \$0.58 per mile. You must print out map directions from your start location to the conference location. **The directions must indicate miles traveled.** For rental vehicle, you must use Enterprise/National. For rental vehicle instructions, click [here](#).

Persons travelling by automobile for University business must possess a valid driver's license or pending application for a California driver's license. Visitors to or new residents of California should refer to Driver License Information located at: <http://www.dmv.ca.gov/portal/dmv/dmv/dl>. All persons operating a vehicle for official business travel are required to comply with California State laws. When using a private vehicle for University business, CSU employees must have a current State of California form STD. 261: [Authorization to Use Privately Owned Vehicles on State Business](#) on file.

Such costs shall not exceed the cost of airfare, based on the regular coach fare from a standard commercial air carrier. Air estimate demonstrating the cost of regular coach in effect at the time of travel should be included with the travel expense and an air estimate is required. If your ground transportation cost exceeds the air estimate, you will only be reimbursed up to the cost of the estimated airfare.

Can I apply for more than one travel award per year?

Eligible faculty may only apply for one travel award from Faculty Affairs per fiscal year. Exceptions cannot be made.
