
Faculty Travel Award Policy

The purpose of the travel fund is to facilitate the presentation of faculty's creative accomplishments and scholarly research. Travel support will be for personal refereed presentations of results of original research and creative activity at conferences and meetings of recognized scholarly societies.

Eligibility

All tenured and tenure-track faculty may apply. Faculty on FERP are not eligible.

Criteria

- Support will only be awarded for **peer-reviewed** oral and poster presentations as well as creative works
- Chairing of sessions, panels and symposia, or participation as a discussant or moderator will not be supported

Expenses Covered

- Up to \$1,000/trip for airfare and/or lodging for domestic travel
- Up to \$1,500/trip for airfare and/or lodging for international travel
- One trip per fiscal year (July 1-June 30)
- Economy/coach airfare cost from the San Francisco Bay Area to the city/state/country in which the conference is being held and the return to San Francisco
- Commercial lodging during the conference.

Joint Presentations

Faculty members jointly presenting the results of their original research/creative activities must divide the roundtrip airfare cost for one person (e.g. \$1,000/2 faculty members = \$500/faculty member).

Ground Transportation Used in lieu of Air Travel

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.

Personal Travel

Advance approval from your Department Chair is required when personal travel is included with University business. If the individual is staying longer than official university related business or if the stay is extended, an air estimate is required, indicating the flight is the same price or less. This estimate is required to be submitted with the travel expense (**This estimate should be printed at the time of reservation**).

For International Travel: Taxability with Personal Use

Personal travel combined with international business travel may be subject to tax. Travel funds may be taxable if BOTH of the following conditions occur:

- The total period of the trip is longer than one week, and
- At least 25% of the trip is personal

In these cases the airfare will be taxed proportionate to the personal use, e.g. flight itinerary is 13 days; conference dates and travel add up to 6 days. This means that 7 days are considered personal use and will be taxed, i.e., 7/13 of the airfare portion of the travel award will be taxed.¹

Limitations of Support

- If the actual ticket amount is less than the amount approved on the application, the difference cannot be used to support extended travel, local ground transportation, incidental travel expenses, per diem, baggage fees or conference registration fees.
- Reimbursement for airfare will not be approved in those instances where the applicant has used Frequent Flyer mileage

¹

Federal Regulations Sec. 1.274-4 imposes restrictions on the deductibility of travel expenses incurred in the case of a traveler who engages in substantial personal activity not attributable to such trade or business during the travel. For such mixed activity travel, the traveler is subject to tax over reimbursed travel expenses, allocated proportionally to the personal activity.