

## **Support for Lecturer Travel (SLT) Policies and Procedures**

### **College of Natural & Social Sciences (NSS)**

Support for Lecturer Travel (SLT) is a reimbursement program designed to encourage and assist NSS lecturers. NSS encourages lecturers to maintain currency in their fields of expertise and gain knowledge and experience by presenting professional and academic conference papers, posters, and oral presentations, all of which may include travel in California and out-of-state. Lecturers funded through SLT can receive partial or complete reimbursement of costs for travel, lodging, and conference registration in support of their professional growth by presenting academic conference papers, posters, and oral presentations. Priority will be given to lecturers who have a paper, panel, roundtable, poster, or presentation accepted at a conference or are accepting an award. Other professional activities not listed here may also qualify for support from this pool. Personal pursuits are not eligible for funding. Travel prohibited by the government, law, and/or the University is not eligible for funding. All state regulations regarding receipts submission, travel, etc., must be followed. Lecturers are recommended to look for other funding sources from their departments prior to submitting their applications to SLT. Lecturers must follow policies and procedures as indicated below for arranging travel and securing reimbursement. Travel money will be allocated according to the availability of funds and the recommendations of the College Resources Committee to the Dean of the College of NSS. The amount allocated to individual lecturers may not necessarily cover all expenses due to the limited availability of funds. Lecturers are encouraged to seek additional travel funding as well. If the actual trip expenses are less than what was noted in the proposal, then this award will be adjusted to the actual cost. Lecturers cannot be reimbursed for expenses beyond the budget allotment without approval from the Dean. Awards are typically processed as reimbursements.

#### **Eligibility Criteria**

- a) Applicants must be a NSS lecturer on a 1- or 3-year contract.
- b) Priority will be given to Applicants who will be presenters and/or authors of an oral or poster presentation or on a panel or roundtable, or recipients of an academic award, at a regional, national, or international academic conference, as indicated by an official communication indicating acceptance into the conference.
- c) Priority will be given to applicants who have not previously been awarded SLT within the same academic year.

#### **Application Submission Process**

Required documentation includes:

- a) completed SLT Application
- b) completed Estimated Expenses Travel Worksheet (e.g., registration fee, airfare estimate, hotel estimate, location-based per diem meals and incidentals, car rental(s)

- utilizing CSU contracted companies, and taxis or other ground transportation)
- c) If presenting, an accepted abstract for the conference/agenda
  - d) If presenting, a copy of the official communication indicating acceptance into the conference.

Applications without all necessary attachments and supporting documentation will not be considered.

### **Additional Information**

1. SLT will not cover the cost of travel already completed before a formal request for travel is approved by the Dean.
2. SLT will not cover the cost of food if the trip is less than 24 hours but will cover transportation costs for day trips. Maximum hotel rates and plane fares as determined by the University will apply.
3. Applicants will be notified via their Cal State LA email of the Dean's decision.
4. Awards will be made until all funds are expended.
5. Hotel reimbursement will only cover a percentage of 2 nights regardless of length of stay. Maximum hotel rates and airfares as determined by the University will apply.
6. Awards may not cover the full cost of travel.
7. The SLT program will support in-state travel up to \$500, out of state travel up to \$1,000, and international travel up to \$1,500. The maximum amount that can be awarded to an applicant is \$1,500 per academic year.

### **Deadline**

Ongoing until all funds are allocated. However, the funds will be divided in half between the Fall and Spring semesters. The division of funds between the Fall and Spring semesters will prevent disadvantaging lecturers who receive acceptance notices later during the school year. All approved funding requests must be reimbursed before the end of the fiscal year for which they are awarded.

Generally, you should plan to submit your application at least 45 days prior to domestic travel and 75 days prior to international travel to allow sufficient time for review/approval. If your application is awarded, these time estimates allow for submission of additional travel paperwork mandated by the university prior to your trip.

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**If awarded** – please work with your department coordinator to complete the required travel paperwork. For insurance purposes, all university business travel must be authorized before the travel commences. As university travel processes are subject to change at any time, please contact

your department coordinator for the most updated information on reimbursement procedures, policies, and forms.

**Before the Trip:**

Make an appointment with your Department Coordinator to complete and submit the following:

- [Request for Travel](#) (Domestic/Continental U.S.) or the [International Request for Travel Form](#)
- The [Travel Worksheet](#) Supporting documentation (conference information, letter/email invitation, agenda, justification memo addressed to the provost if traveling internationally, etc...)
- Payee Data Form (Department Coordinator should initiate).

The completed Request for Travel packet (combined into a single PDF document) must be submitted to the NSS Dean's Office at least 30 days prior to domestic travel and 60 days prior to international travel.

When purchasing or paying for out-of-pocket expenses - please note that Accounts Payable will not reimburse the applicant if receipts are not in the applicant's name. Please do not purchase anything for another applicant or ask anyone to purchase anything for you as doing so will disqualify you from receiving reimbursement. Receipts that combine hotel and airfare (bundled packages) are ineligible for reimbursement as travel policy require charges to be separately itemized.

**After the Trip:**

Make another appointment with your Department Coordinator to complete and submit:

- [Travel Expense Claim](#) - This form must be submitted within 30 days of returning from your travel.
- Receipts - Official vendor receipts (not invoices or booking confirmations) are required for most covered travel expenses. Itemized receipts must show what was purchased and how it was paid. Airfare must have a flight itinerary as well as payment receipt. Hotel reimbursement will only cover a percentage of 2 nights regardless of length of stay.
- University rate caps apply to all reimbursement requests, including hotel expenses, airfare expenses, meals, etc.
- Conference Program - A PDF copy of the program and copy of the published abstract required.

REIMBURSEMENTS WILL NOT BE ISSUED UNTIL THE TRAVEL EXPENSE CLAIM FORM AND RECEIPTS ARE SUBMITTED AFTER THE TRAVEL HAS CONCLUDED.

*Endorsed by College Steering Committee (April 2024)*

*Approved by College Resources Committee (May 2024)*