

Faculty Enrichment Funds Instructions

Faculty Enrichment Application

Per SEA CBA Article 16 Section 5, faculty have the opportunity to receive faculty enrichment funds for faculty development.

The Chair of the Research and Scholarly Affairs Committee (RSAC) will send out emails with timelines and links each spring for the next academic year to notify faculty, when to apply.

To complete an application, faculty must apply using the following link:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=349393ab-614a-47eb-b027-28f578188338&env=na2&acct=de5c48ee-62a2-43d5-be63-83bfdfa27f98&v=2>

This application is sent automatically to the Chair of RSAC, Provost, and Controller's Office for approval. Once the application has been approved, the applicant will receive a completed application notice via DocuSign.

Overnight Travel Authorization

If funds that have been approved include overnight travel, the Provost Executive Assistant (EA) will submit an overnight travel authorization for the faculty member.

Once approval has been received, the Provost EA will send an email to the faculty member to proceed with travel arrangements. **Do not** make travel arrangements until you have received a fully approved Faculty Enrichment Application and a fully approved Overnight Travel Authorization.

Before the Trip:

Travel Reservations

The applicant can now make travel reservations and/or register for the conference using one of the following methods:

Travel Card

If you travel regularly, it is recommended that you apply for a travel card. Contact Debra Schwamberger at 3314 for assistance. Make sure you understand what can be charged to the travel card. You will be responsible to reconcile your own travel card. Please allow up to two weeks processing time to get a new travel card.

If you have a travel card, you may make your own travel arrangements, at this time.

Personal Credit Card

If you are using a personal credit card, you will request reimbursement after the trip through the BearTrax Expense Module.

Other Option

If you need assistance in making travel reservations and/or conference reservations, please contact Deborah Howell at 3472 for assistance or email dbuckler@shawnee.edu.

Never ask your department's academic administrative assistant to assist you with these reservations. It is the Office of the Provost, EA's responsibility to provide assistance with Faculty Enrichment Fund requests.

During the Trip

Make sure you are collecting receipts to attach to the Expense Report you must complete, after the trip.

You will receive per diem rates for mileage and meals, for all other expenses it is wise to keep receipts. When in doubt, get a receipt.

After the Trip

Once the trip is over, the applicant will need to submit an Expense Report, for purchases made on their personal credit card to receive reimbursement, and a Faculty Enrichment Activity Report/News Release.

Expense Report

Faculty will submit an "Expense Report" in BearTrax to be reimbursed for eligible out-of-pocket expenses **up to maximum award**, if they used a personal credit card or paid cash within two weeks of travel or conference attendance. For those travelling in June, please complete your reimbursement request as soon as possible to ensure that the funds are taken from the appropriate fiscal year budget.

Directions are located on the BearTrax webpage for completion of the Expense report. Remember to upload your receipts as attachments and a copy of the approved Faculty Enrichment application.

Revised: 12/21/2022

The following account number should be used: 10-1010-50-10142-xxxxx-10000-00000. Please use Object Codes for Faculty Enrichment table on the last page for each type of receipt.

Contact Jenny Carver or Debra Schwamberger for assistance.

Faculty Enrichment Activity Report/News Release

Faculty enrichment events are media releases that published in the local newspapers by the university. Faculty should complete an activity report within two weeks of the travel or conference attendance.

To complete a Faculty Enrichment Activity Report, please use the following link:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d761295b-b455-4057-bca4-3224c46dce4d&env=na2&acct=de5c48ee-62a2-43d5-be63-83bfdfa27f98&v=2>

Object Codes for Faculty Enrichment

Object Code	Name of Object Code	Cost type and/or example
62101	Travel	Fees not listed below; Tours, Entertainment
62102	Fuel Gasoline	Gas while travelling
62103	Adjunct Travel	Adjunct Travel to and from class, as defined in University policies
62104	Clinical Travel	Costs incurred while traveling to and from clinical
62105	Accommodations	Hotels, inns, motels, etc. for overnight stays. See board policy 4.10
62106	Airfare	Plane tickets
62107	Baggage	Baggage fees incurred while traveling.
62108	Off Campus Conference Workshop Registration Fees	Conference, training, or workshop fees
62109	Meals with Detailed Receipt	Breakfast, lunch, dinner, snacks or any MEAL that was eaten while traveling following university policies
62110	Mileage	Cost reimbursed for using your personal vehicle while attending approved event
62111	Parking	Parking costs
62112	Cab Fare Shuttle Service	Cab, shuttle, ferry, bus, train, etc.
62113	Car Rental	Rental Cars/Vans
62114	Miscellaneous Supplies	Water, snacks, conference materials, etc.
62115	Per Diem Allowance	See policy 4.10 for per diem rates
62116	Purchases Reimbursable to University	Only to be used when a personal expense is "accidentally" charged to a University p-card
62117	Faculty Enrichment	Only used by 10142 for cost tracking purposes