

## Faculty Travel Award

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. Priority will be given to faculty who are not on FERP.

### Criteria

- Support will be awarded for **peer-reviewed** oral and poster presentations only
- 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
- One trip per 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 and creative activities must divide the roundtrip airfare cost for one person (e.g. \$1,000/2 faculty members = \$500/faculty member).

### Surface Transportation Used in lieu of Air Travel

With advanced approval from Faculty Affairs, a traveler may use surface transportation for personal reasons. Such costs shall not exceed the cost of airfare, based on the regular coach fare from a standard commercial air carrier. Documentation demonstrating the cost of regular coach in effect at the time of travel should be included with the travel claim form.

### For Both Domestic and International Travel: Indirect or Interrupted Itineraries

Advance approval from Faculty Affairs is required when a traveler takes an indirect route or interrupts travel by a direct route for other than University business. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. Any resulting additional expenses shall be covered by the traveler. Any resulting excess travel time will not be considered work time, and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

### 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.<sup>1</sup>

### Limitations of Support

- Advance purchase fare, state contract rate, or actual cost of the ticket, whichever is less.
- Advance purchase price, or actual cost of the lodging, whichever is less.
- 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.
- If the actual ticket amount is greater than the amount approved, it will be subject to Faculty Affairs' approval.
- Reimbursement for airfare will not be approved in those instances where the applicant has used Frequent Flyer mileage

### [APPLICATION PROCESS FOR FACULTY TRAVEL AWARD](#)

<sup>1</sup>

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.