

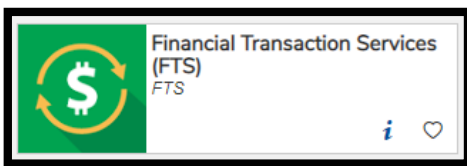
The Lurie College of Education may reimburse up to \$2000 in travel or conference fees for tenure line faculty*.

As a reminder, these funds are available to support the professional development of faculty as they work towards meeting the university's [Retention, Tenure, and Promotion \(RTP\) criteria](#). The funds are also available to support faculty contributions to the [Lurie College of Education's mission and vision](#).

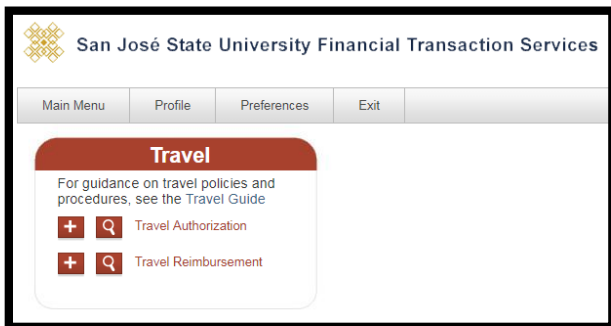
Please follow the instructions below to apply for these funds.

PRIOR TO TRAVELING

- Access SJSU's Financial Transaction Services (FTS) via [one.SJSU](#).



- Click on the + to prepare a new Travel Authorization Request.



Select your home department for the Traveler Home DeptID and "Faculty" as the Traveler's University Affiliation.

- 1231 - CHAD
- 1271 - EDSE
- 1365 - EDSP
- 1366 - EDCO
- 1367 - EDAD
- 1368 - TED
- 1549 – EDD

- Complete the “Trip Information” section:

The screenshot shows the 'Trip Information' form with the following fields:

- * Departure Date: 10/19/2018
- * Return Date: 10/23/2018
- * Destination: Country (United States), State (Colorado), City (Denver)
- * Purpose of Trip: I plan to present a poster at the biennial meeting of the Fakey Fake Research Society. I see this as an opportunity to disseminate findings from a preliminary analysis of an ongoing research project as well as network with other experts in my field.
- * Travel Type: Business Related, Team Travel, Field Supervision Travel, Travel Paid By Non-University Funds
- Additional Trip Details: I plan on using the Dean's Office Professional Development funds.

- Note that Travel Authorizations for international travel should be submitted 60 days in advance.
 - Include a clear description of the “Purpose of Trip” as this information may be used as part of your application.
 - Select “Travel Paid By Non-University Funds” as the Travel Type.
 - Indicate that you plan to use the Dean’s Office Professional Development funds under “Additional Trip Details”.
- Indicate your estimated travel expenses in the “Estimated Expenses” section.
 - If the total exceeds \$2000, please contact the Dean’s Office.
 - Click ‘Save’ and then scroll down to the “Trip Information” section:
 - Indicate how your classes/duties will be handled in your absence.

The screenshot shows the 'Trip Information' form with the following fields:

- * Departure Date: 10/19/2018
- * Return Date: 10/23/2018
- * Destination: Country (United States), State (Colorado), City (Denver)
- * Purpose of Trip: I plan to present a poster at the biennial meeting of the Fakey Fake Research Society. I see this as an opportunity to disseminate findings from a preliminary analysis of an ongoing research project as well as network with other experts in my field.
- * How will your classes/duties be handled in your absence?: I have invited a colleague from the Department of Child & Adolescent Development to give a guest lecture and facilitate an in-class activity during the class that I will miss. I will handle other duties virtually and via email.
- * Travel Type: Business Related, Team Travel, Field Supervision Travel, Travel Paid By Non-University Funds
- Additional Trip Details: I plan on using the Dean's Office Professional Development funds.

- Scroll down to the “File Upload” section:

- An agenda or program is **required**.
- Upload documentation or verification of your travel plans. ***Examples include:***
 - Your conference submission, application, or abstract.
 - An acceptance letter for your conference submission.
 - An invitation to participate as a keynote speaker or panelist.
- Travel Authorization requests will first be reviewed by your Department Admin for completion and will then be forwarded to your Department Chair for approval.

UPON YOUR RETURN (FOR TRAVEL REIMBURSEMENTS)

- All Travel Reimbursements will be submitted through the SJSU Tower Foundation.
- You will be required to complete a Tower Foundation Travel Expense Claim Form.
- You may only seek reimbursement for actual meal expenses. Receipts are required for meals of \$25 or more.
- All receipts must be original.
- Please tape all receipts that are smaller than 8 ½ x 11 inches to a blank piece of white paper.
- For online payments, please make sure your receipts have proof of payment with a credit card.
- Be sure to attach a copy of the agenda or program of the conference.
- Please attach a copy of your approved FTS Travel Authorization.

For all questions regarding professional development, please contact:

Maria Munoz | 408-924-3719 | maria.munoz@sjsu.edu

Deadline for application and receipts for the 2018-2019 academic year is Friday, May 31, 2019

* Note that Assistant professors are eligible for an additional \$1000 of professional development funds that be used to purchase materials, supplies, memberships, hardware, software, and/or used to supplement travel expenses.