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.

  ![Financial Transaction Services](image)

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

  ![San José State University Financial Transaction Services](image)

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:

- 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.

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.