

# Faculty Travel and Research (FTR) Fund Guidelines



MACALESTER  
COLLEGE

## General Guidelines

Full-time faculty may apply for financial support for professional development. Part-time non-tenured faculty may be eligible for FTR funds on a proportional basis after a one-year waiting period. Determination of actual dollar eligibility will be made by the Provost's Office.

Examples of fund expenditures:

- Travel to attend professional meetings and workshops
- Acquisition of research materials
- Cost of manuscript preparation
- Payment for professional organization dues

Travel descriptions should include:

(Refer to [Travel Expense Documentation](#) found on the Payables website for IRS guidelines.)

- Dates
- Meeting title and sponsoring organization
- Location
- Meeting involvement (chair of session, presenter, etc.)
- Itemize expenditures by category

(Refer to [Banner Finance Expense Account Code Descriptions](#) found on the Accounting website for a detailed list of descriptions and examples.)

*\*\*\*Please note\*\*\**

*Per diems for travel expenditures are **not** allowed.*

## Tax Exempt Purchases

Some FTR expenses are tax exempt when you provide the seller with Macalester's tax exempt number. Please contact Kathy Johnson at [johnsonkl@macalester.edu](mailto:johnsonkl@macalester.edu) for details.

## Tips, Tools and Reminders

Foreign currency expenditures should be converted into U.S. dollars before submitting funding request to Academic Programs. Please refer to the [Exchange-Rates.org](http://Exchange-Rates.org) or [Bank of Canada](http://Bank of Canada) for currency conversion rates. When converting currency, use the date of the purchase, not the date of reimbursement request. For your convenience, use this "[Currency Conversion Worksheet](#)".

When using personal vehicles for transportation, Macalester College reimburses by mileage at the [standard IRS mileage rate](#). Gasoline purchases will only be reimbursed when using a rental vehicle.

IRS tax guidelines require Macalester College to directly pay and report income for services provided by non-Macalester individuals; e.g. research, proofing material, speaking, etc. If you plan to hire someone using FTR funds please contact the Academic Programs Office to make payment arrangements before the person begins work. You will NOT be reimbursed if you personally pay a non-Macalester individual for services.

Macalester's fiscal year is June 1 - May 31. Submit receipts and payment requests to Academic Programs before May 31st each year so that expenses will be charged to the correct fiscal year.

*\*Combine small requests to reach a minimum of \$100.*

*\*You may NOT use pcards to make FTR purchases.*

## Request for Travel Advance using FTR Funds

Submit a [travel/cash advance request](#) found on the Payables website at least fifteen (15) days prior to the date you will be traveling. Submit your expense report with receipts to the Academic Programs Office within one (1) week of your return.

## Rolling-Over FTR Funds

Continuing faculty may request their unused FTR funds be rolled over for up to one year. Requests to roll-over funds must be submitted to the Academic Programs Office by the first Monday in May.

If you have questions about FTR please contact Brenda Piatz at 696-6036 or [piatz@macalester.edu](mailto:piatz@macalester.edu)