

# Faculty Travel and Research (FTR) Fund Application

**I AM REQUESTING FUNDS FROM:**

- FTR ALLOTMENT
- ENDOWED PROFESSORSHIP
- OTHER

Date Submitted

**REIMBURSEMENT WILL ALWAYS BE TAKEN FIRST FROM EXTERNAL GRANT SOURCES.**

**\*\*\*Please read guidelines before filling out this form\*\*\***

**Purpose** (please provide detailed information about expenses)

Itemize and total expenses by categories and **attach detailed original receipts**. Please convert foreign currency to US dollars, and attach a separate sheet if necessary. **\*\*\*Please note: Macalester does not pay per diems.\*\*\***

	<b>Other Expenses not Listed</b>		
<input style="width: 60px; height: 20px;" type="text"/> Hotel	<input style="width: 60px; height: 20px;" type="text"/> Mileage	<b>Amount</b>	<b>Category</b>
<input style="width: 60px; height: 20px;" type="text"/> Meals	<input style="width: 60px; height: 20px;" type="text"/> Books	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
<input style="width: 60px; height: 20px;" type="text"/> Airfare	<input style="width: 60px; height: 20px;" type="text"/> Equipment	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
<input style="width: 60px; height: 20px;" type="text"/> Parking/Tolls	<input style="width: 60px; height: 20px;" type="text"/> Dues & Memberships	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
<input style="width: 60px; height: 20px;" type="text"/> Ground Transportation	<input style="width: 60px; height: 20px;" type="text"/> Conference/Event Fees	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>

Total Requested

Faculty Name

Macalester ID

Department

Phone Number

Print Form

**For Office Use Only**

Amount	F	O	A	P	A	L
		<b>Total Approved for Reimbursement</b>				

Approval from Academic Programs \_\_\_\_\_

## **Faculty Travel and Research (FTR) Fund Guidelines**

Contact: Brenda Piatz, Program Assistant, [piatz@macalester.edu](mailto:piatz@macalester.edu) or x6036.

FTR funds help to support professional development activities such as attending meetings, conferences or workshops, journal subscriptions, research materials, manuscript preparation costs, professional association dues, etc. Receipts are always required, and must be submitted along with the reimbursement form to [Brenda Piatz](#) no later than May 31 so that expenses may be charged to the correct fiscal year. Macalester College's fiscal year runs from June 1-May 31. All amounts over \$25.00 will automatically be rolled over at the end of the fiscal year. Requests to roll over your funds are no longer necessary.

Tenured and Tenure Track faculty and MSFEO faculty (50%) receive \$2,000 per year in FTR funds; non tenure track (NTT) series faculty (prorated by FTE) and pre/post doctoral fellows receive \$1,750 per year; all full-time non tenure track visiting faculty receive \$1,250 per year; part-time non tenure track visiting faculty are eligible for FTR after the first year of employment (prorated by FTE). FTR amounts are allocated by [Marga Miller, Assistant Provost \(x6108\)](#) and questions about eligibility should be directed to her.

Travel-related FTR requests must adhere to Macalester and IRS [Travel Expense Documentation guidelines](#) and include the following information:

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

Please refer to [Banner Finance Expense Account Code Descriptions](#) for a detailed list of descriptions and examples. Per diems for travel expenditures are not allowed. 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.

### Tax Exempt Purchases

Some FTR expenses are tax exempt when you provide the seller with Macalester's tax exempt number. Please contact Matt Rumpza at [mrumpza@macalester.edu](mailto:mrumpza@macalester.edu) for details and guidance

### Foreign travel

Foreign currency expenditures should be converted into U.S. dollars before submitting the FTR application. When converting currency, use the date of the purchase, not the date of reimbursement request. For your convenience, please refer to the Accounts Payable [Currency Conversion Worksheet](#).

### Payment to others

IRS tax guidelines require Macalester College to directly pay and report income for services such as research support, proofing, editing, etc. This applies to both external individuals and to Macalester students although the processes to pay these individuals differs. In either case, please contact Brenda Piatz to make payment arrangements before the person begins work.

### Request for Travel Advance using FTR Funds

If you wish to access FTR funds prior to travel, you should submit a [travel/cash advance request](#) to Brenda at least fifteen (15) days prior to your dates of travel and provide your expense report within one (1) week of your return.

### Petty cash and pcards

If your FTR application totals less than \$50, your reimbursement will be managed with a Petty Cash form. Unless you have sought approval to do so, you may NOT use your college-issued pcard for FTR expenses.