

# 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.\*\*\***

		Other Expenses not Listed	
<input type="text"/> Hotel	<input type="text"/> Mileage	Amount	Category
<input type="text"/> Meals	<input type="text"/> Books	<input type="text"/>	<input type="text"/>
<input type="text"/> Airfare	<input type="text"/> Equipment	<input type="text"/>	<input type="text"/>
<input type="text"/> Parking/Tolls	<input type="text"/> Dues & Memberships	<input type="text"/>	<input type="text"/>
<input type="text"/> Ground Transportation	<input type="text"/> Conference/Event Fees	<input type="text"/>	<input 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 not 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 (1.0 FTE) 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.

**ALLOWABLE FTR EXPENSES** (not an exhaustive list; please check with Brenda Piatz to see if an expense is allowed and see Macalester's Reimbursable Travel Expenses guide for a more detailed list)

- Airfare (for faculty member only) to attend meetings, conferences or workshops (travel insurance is an allowable expense)
- Hotels for meetings, conferences or workshops
- Conference registration fees
- Ground transportation and parking fees for conferences or workshops
- Mileage associated with conferences or research
- Meals at conferences or workshops
- Travel expenses to meet with collaborators or conduct research
- Journal subscriptions
- Books and other research materials
- Manuscript preparation costs
- Professional association dues
- Expenses associated with creative activity
- Books or other materials to assist in teaching
- Hiring of a research assistant
- Payment to editors
- Supplies needed for teaching or research
- Technology equipment such as computers, cables, headphones, etc. Please work with the Macalester ITS department first before purchasing on your own.

**EXPENSES NOT ALLOWED** (not an exhaustive list; please check with Brenda Piatz to see if an expense is allowed and see Macalester's Reimbursable Travel Expenses guide for a more detailed list)

- Computers, laptops or tablets for visiting faculty or pre-post docs
- Smart phones
- Home internet services
- Cell phone charges
- Office furniture, décor, etc. for campus or home offices
- Alcohol (limited exceptions)
- Items for personal use or personal services
- Fair market value on personal frequent flyer miles

For complete guidelines and policies regarding FTR funds, go to <https://www.macalester.edu/academicprograms/facultyfunding/>