

# 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	
		Amount	Category
<input type="text"/>	Hotel	<input type="text"/>	<input type="text"/>
<input type="text"/>	Mileage	<input type="text"/>	<input type="text"/>
<input type="text"/>	Meals	<input type="text"/>	<input type="text"/>
<input type="text"/>	Books	<input type="text"/>	<input type="text"/>
<input type="text"/>	Airfare	<input type="text"/>	<input type="text"/>
<input type="text"/>	Equipment	<input type="text"/>	<input type="text"/>
<input type="text"/>	Parking/Tolls	<input type="text"/>	<input type="text"/>
<input type="text"/>	Dues & Memberships	<input type="text"/>	<input type="text"/>
<input type="text"/>	Conference/Event Fees	<input type="text"/>	<input type="text"/>
<input type="text"/>	Ground Transportation	<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

## 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
- Visiting non-tenure track faculty may not use FTR funds to purchase computers, tablets, smart phones or similar devices.

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 Matt Rumpza at [mrumpza@macalester.edu](mailto:mrumpza@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](#) or [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 and Advising 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. Also, if you intend to hire a student to do some type of research, etc. you **MUST** contact the Academic Programs and Advising Office or the Student Employment Office **FIRST**. The rules for hiring students are complicated and the process is much different than hiring a non-student.

Macalester's fiscal year is June 1 - May 31. Submit receipts and payment requests to Academic Programs and Advising Office 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 and Advising Office within one (1) week of your return.

## Rolling-Over FTR Funds

Faculty may roll-over up to one year's allocation of FTR funds for one additional year. **All amounts over \$25.00 will automatically be rolled over at the end of the year. Requests to roll over your funds are no longer necessary.**

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