

CATL's Faculty Travel Reimbursement Grants support faculty involvement with the scholarship of teaching and learning and connect faculty with highly innovative or research-based programs that support engaging, effective, inclusive, or scholarly approaches to teaching and learning.

Purpose

These grants fund presentations on the scholarship of teaching and learning or attendance at conferences or workshops to develop one's pedagogical skills. They do not fund travel to present disciplinary research or to present on or learn about materials for course content.

Funding

CATL Faculty Travel Reimbursement Grants are awarded in amounts of \$1000 or less. Faculty making presentations at international conferences held outside North America may be awarded additional travel funds.

This program is intended to supplement faculty travel support from other parts of the University, making it possible for more faculty to participate in national and international initiatives on teaching and learning.

- Please indicate in the application whether other funding from the department, school or other sources has been sought or awarded; funding from multiple sources will be looked on favorably by the review committee.
- To ensure that applicants across the university have the opportunity to implement innovative teaching and learning activities, recipients of travel grants are limited to one travel reimbursement grant per fiscal year.

Deadlines

Requests are accepted on a rolling basis and should be sent to program coordinator at CATL@elon.edu.

- Requests will be reviewed bimonthly and applicants will be notified after the 1st and 15th of each month.
- Submit your application electronically *no later than 2 weeks prior to departure/registration*.
- **Application Form:** Located on the CATL website.

Estimated Expenses:

Provide the best possible estimates for expenses. Rough guides:

1. Estimate approximately \$40 per day for food.
2. Add approximately \$15 per night for hotels that do not include taxes and fees in the per night rate.
3. If you plan to check bags and the airline charges per bag estimate \$50 for round trip.
4. At Elon, car mileage is reimbursed at .555 cents per mile.

5. If there are special circumstances related to the travel request, send a brief explanation along with the Travel Request form.

Reimbursement Form: Located on the CATL website. Submit along with original receipts after returning from your travel.

1. Complete a Travel Reimbursement Form (available online at the CATL webpage).
2. Print and sign the form.
3. Attach hard copies of original receipts. Per Accounting's policies, *copies and emailed scans of receipts will not be accepted.*
 - a. Please clearly label each receipt - e.g., hotel, meal, travel, etc.
 - b. Receipts for airfare must show where a credit/debit card was charged. If your receipt does not show this information, please provide a credit card or bank statement indicating the charge.
 - c. When claiming mileage, include a print out of miles driven (from MapQuest, Google Maps, etc.).
 - d. For international transactions, include a credit card or bank statement to substantiate the amount of US dollars you are claiming on your reimbursement form. If you paid in cash for international transactions, the exchange rate for your reimbursement will be calculated upon receipt of your reimbursement form.
4. Submit the form and all receipts to the program coordinator, CB 2610 (Belk Pavilion 101).
5. Requests for post-travel reimbursement must be submitted *no later than 2 weeks after the travel is complete* (please email CATL@elon.edu if there will be a delay - e.g., you are abroad).
6. Travel reimbursements will be processed by CATL each week; Accounting usually takes another week or two to mail a reimbursement check.

NOTE: If you are receiving funding from another source, complete reimbursement forms for CATL *and* all other sources. Submit all forms and original receipts to CATL; the check request will be forwarded to the other offices to finalize the reimbursement process.