

UC DAVIS: ACADEMIC SENATE

June 4, 2007

MEMBERS OF THE ACADEMIC SENATE;
DEANS, DIRECTORS, DEPARTMENT CHAIRS, and ADMINISTRATIVE
OFFICERS

Re: Committee on Research: Faculty Research Travel Grant Reimbursements

The features available in MyTravel do not provide a mechanism for management of Academic Senate, Committee on Research travel grant awards. Thus, the process for paying travel grant awards will no longer be facilitated through review of a paper Travel Expense Voucher (TEV). All awards paid after July 1, 2007, will receive travel grant funding through a transfer of funds through the Current Budget document in DaFIS as follows:

1. Departments will be asked to provide an account number as part of the travel grant award notification process. The account provided needs to accept 19920 funding.
2. The travel grant will be transferred to the account, SUB 5, before the departure date.
3. Travel expenses must be charged to the same account as the travel grant funding is transferred.

The Committee on Research must require a post travel audit to assure the funds are expended for the intended purpose within the required 60 days after return. Therefore, Academic Senate Office staff will conduct the post travel audit to ensure funds were expended to the conference awarded, research is being presented and, also to ensure that funds are being used for allowable expenses per University policy.

The funds must be expended within 60 days of the return date or the funds will be transferred (by Academic Senate staff) back to the travel grant account for award to another faculty member (after the departmental MSO is notified of the 60-day expiration and intended reversal). All travel grant fund transfers must take place before the departure date of the travel. Travel grants will not be awarded or funded after travel has occurred.

Please don't hesitate to contact Kimberly Pulliam, Committee on Research Analyst, at 752-4918 or kapulliam@ucdavis.edu with any questions.

Marion Miller
Chair of the Committee on Research

Directive 07-052