

Office of the Provost

Date: September 23, 2022
To: Hunter Faculty and Staff Recognized in PSC-CUNY Contract
From: Manoj Pardasani, Acting Provost and Vice President for Academic Affairs
Subject: 2022- 2023 **Hunter Travel Award Program**

We are pleased to announce another round of funding for the Hunter Travel Award Program to support participation in professional conferences. Funds are available for conferences completed September 1, 2022 - August 20, 2023. Applications are due no later than December 1, 2022. Decisions are expected in Mid-January 2023.

Funding is available for both in-person and virtual conferences. If you wish to attend an in-person conference, please note the current CUNY [Travel Guidance – The City University of New York \(cuny.edu\)](#), which requires submission of a Petition to Travel form, [Petition-to-Travel-Form.pdf \(cuny.edu\)](#).

Eligibility:

This program is open to all Hunter College employees recognized in the PSC-CUNY contract. Eligible part-time faculty must have at least one year of service at Hunter College.

Application Process:

In order to increase efficiency and ease of application, all requests for funds must be submitted via the online form available here: [2022-2023 HUNTER COLLEGE TRAVEL AWARD](#). No paper forms will be accepted.

Applications should meet the following criteria:

1. The travel in question takes place between September 1, 2022 and August 31, 2023. If the application is for reimbursement for a trip already taken, receipts may be submitted with the application.
2. There is a description of:
 - a. the conference/meeting the applicant wishes to attend, including dates and place, and how attendance/presentation will contribute to their research or enhance their professional profile. The applicant must identify their role at the meeting (e.g., convener, moderator, program planner, presenter, attendee, etc.) and the title of the work, if applicable. If the conference or workshop is related to learning and assessment, the applicant must indicate how attending the conference will enhance teaching, learning, or assessment at Hunter College, or
 - b. the use of the travel funds for other research related activities (e.g., data collection, meeting with research collaborators, etc.), including dates, place, and how the activity will contribute to their research or enhance their professional profile.

Office of the Provost

3. The applicant includes the **actual or anticipated costs of attendance** (e.g., registration, travel, lodging, food, etc.) and indicates if any of the costs will be covered by another source, or if the applicant will be paid or reimbursed for their participation.
4. The applicant includes the outcomes for internal (Hunter College) funding received over the past 3 years. This includes outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received in previous cycles.

Reporting:

Faculty who receive awards to fund research-related travel are required to submit an abstract of their presentation or, where appropriate, a description of their research activities, to their chair and dean when they return from their trips. All faculty who travel for assessment- and learning-related purposes are expected to host an event or prepare materials in which they share what they have learned with their Hunter colleagues, and to report to their chair and dean on that event.

Deadline:

Applications are due no later than **December 1, 2022**.

Travel Procedures:

1. Prior to a Planned Travel:
 - a. For out-of-town travel, use the U.S. General Services Administration guidelines ([Travel Resources | GSA](#)) as a benchmark for determining *per diem* rates for lodging and meals during travel. Determine the most cost-efficient mode of transportation (train, airline, or driving, etc.) to estimate the cost of transportation.
 - b. Submit a Travel authorization request in CUNYfirst to be approved by your supervisor/manager.
No official travel card needs to be issued. Transportation expenses incurred while commuting between an employee's home and any primary work location or from the last work location and home are generally not reimbursable.
2. Expense reimbursement:
 - a. Keep receipts/invoices incurred during travel;
 - b. Submit an Expense Report in CUNYfirst **within 15 business days of the last day of travel** including documentation/receipts/invoices to claim reimbursement for allowable travel expenses.
 - c. For part-time employees, reimbursement must be made within the period of appointment.

Award amounts will depend on the number and quality of applications received and the potential for impact on scholarship and teaching. Preference will be given to faculty who are presenting their scholarship or research.

If you have any questions, please do not hesitate to email the Office of the Provost provost@hunter.cuny.edu.