

Office of the Provost

Date: September 23, 2022
To: Full-time Faculty in the Professorial Ranks
From: Manoj Pardasani, Acting Provost and Vice President for Academic Affairs
Subject: 2022- 2023 **Presidential Travel Award Program**

We are pleased to announce another round of funding for the Presidential Travel Award Program to support faculty participation in conferences and other research-related travel. Proposals for travel related to assessment and student learning in your discipline will also be considered. The President will provide funds for travel during the academic year, including the summer. These funds will be distributed to faculty in all schools and the library. 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, full-time faculty in the professorial ranks (i.e., Assistant Professors, Associate Professors, Professors, and Distinguished Professors).

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 Presidential Travel Award](#). No paper forms will be accepted.

Applications meeting the following criteria will be accepted from:

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 from the following internal funding sources: Shuster Faculty Fellowship Fund, the President's Fund for Faculty Advancement, and Presidential Travel Awards. Requests for funding from the Presidential Travel Award Program will not be considered if applicants do not enter outcomes from internal funding received over the past 3 years.

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:

- 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.
- 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:

- Keep receipts/invoices incurred during travel;
- 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.

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.