

Supporting Polytechnic Faculty Members' Domestic Travel to Visit Funding Agencies

Policy Statement

Purdue Polytechnic Institute (PPI) is committed to supporting the professional development and research initiatives of its faculty members. Recognizing the importance of establishing and maintaining relationships with funding agencies, the college offers a travel support program. This program is designed to reimburse expenses incurred by faculty members traveling domestically to meet with representatives of funding agencies.

Eligibility

All full-time polytechnic faculty members are eligible for this support.

Travel must be directly related to seeking or maintaining funding opportunities for research or projects that align with the PPI's strategic goals.

Funding Support

The College will reimburse up to \$1,000 **per fiscal year** for eligible travel expenses.

Eligible expenses include transportation, accommodation and meals directly related to the travel.

Reimbursement is subject to the submission of a completed application form prior to travel and a reporting form post-travel, along with all necessary receipts and documentation.

Application Process

Pre-Travel Application: Faculty members must submit a travel application 14 days prior to the planned travel date. The application must include:

- Purpose of the visit.
- Expected outcomes or benefits.
- Itemized estimate of the budget.

Approval: Applications should be sent to Emily (email: meyers68@purdue.edu). They will be reviewed by the Office of Research and the business office. Approval will be based on the relevance of the travel and the availability of funds.

Post-Travel Reporting

Faculty members must submit their expenses through **Concur** within 14 days of returning.

They should also send a one-page report to Emily (email: meyers68@purdue.edu) within 14 days. This report must cover the visit's activities and outcomes.

Application for Faculty Member Travel to Funding Agencies

Name: _____

Department: _____

Email: _____

Position: _____

Phone: _____

Agencies to Visit: _____

Program managers/Directors to meet: _____

Targeted Grant: _____

Dates of Travel: _____

Expected Outcomes: _____

Estimated Budget (Up to \$1,000 Reimbursement):

Airfare: \$ _____ Hotel: \$ _____

Transportation: \$ _____ Meal: \$ _____

Other: \$ _____

Faculty Signature: _____

Date: _____

Research Office Signature: _____

Date: _____

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