

COSS Travel Policy 2024-2025

Professional Development/Travel Funds

Process

In order to access COSS Professional Development and Travel Funding, you must first complete either the Academic Affairs – Foundation Funds Request Form OR the Provost Travel Approval Form.

Please complete the [Academic Affairs – Foundation Funds Request Form](#) if your total costs are expected to be less than \$2500 and you are only traveling domestically, or you are using funds for professional development expenses other than travel. You MUST have this form approved prior to travel and reimbursement.

Please complete the [Pre-Approval Travel Approval Form](#) if your total costs are expected to be more than \$2500 and/or you are only traveling internationally. You MUST have this form approved prior to travel and reimbursement. (PLEASE NOTE: We anticipate this form moving to Quali shortly. We will update the link accordingly once it is live.)

Faculty should complete the following sections prior to submitting:

Type of Funding (please select all that apply)

Type of Expense

Faculty Member Information Section

Review Section (Please enter Zak Kaiser, zkaiser@mail.fresnostate.edu, as the Budget Analyst)

Funding Request Amount (Please enter the exact amount requested from each source. Department Admins can help identify the appropriate cost centers.)

Once submitted, the form will be routed to your Department Admin, the Budget Analyst, the Chair and the Dean to review and approve.

Some notes for processing:

1. Department Admins, please review and maintain a record of requests so you can help track total amounts requested.
2. Department Chairs, please review the allocated amounts carefully – particularly from the T/TT Professional Development line and confirm any amounts from IDEAS, PRSCA, startup etc. to ensure that your department is staying within its allocation. This is particularly important if you are opting to redistribute the T/TT amounts internally.
3. Please note that this form is “returnable” if you note an error. You can simply send the form back to the originator for corrections.
4. Once approved, these forms serve as the approval for travel and planned expenses. Please keep the final approval email to attach to the reimbursement request.

Some notes about reimbursements:

1. As we are processing all professional development through the Foundation, please note that RECEIPTS ARE REQUIRED for meals.
2. Please note that if you have not signed up for direct deposit with the Foundation within the last year, you will likely receive the reimbursement as a check in the mail.

For planning purposes, all projected travel requests for any anticipated travel via COSS Professional Development/Travel Funds for the entire Fiscal Year (June 15, 2024, through May 19, 2025) should be submitted no later than Friday, 31 March, 2025 to ensure processing on this fiscal year. If you are using PRCSA/CORSCA funds, please work with your Department Admin to ensure you are spending on the appropriate timelines.

If you are anticipating any travel that would be completed after May 19, 2025, please reach out to the Dean prior to April 1, 2025, to discuss options.

Allocation

Departments will be allotted funds in proportion to their tenured/tenure-track faculty members at the amount of \$1,000 per tenure-line faculty member. Departments can then develop their own decision-making and internal practices to allocate these funds. We encourage departments to consider the different needs of tenure-track, tenured and lecturer faculty in both travel and professional development as they develop their internal practices. These practices should be transparent, should consider equity, and should be communicated to all faculty in the department.

Any travel/professional development expenses that exceed the amount approved by the department, must be supported by other non-state external/grant/discretionary funding sources or will be the responsibility of the traveler/applicant to pay.

Funds do not carry forward into the next academic year and are held centrally in the Dean's Office. If you anticipate travel between May 19, 2025, and August 31, 2025, please reach out to the Dean to discuss what options may be available.

Approvals

International Travel - All international travel requires approval of the Provost, the Dean and the Department Chair prior to travel. Submit approval requests at least three weeks in advance.

Domestic Travel > \$2500 – All domestic travel requires approval of the Provost, the Dean and the Department Chair prior to travel. Submit approval requests at least two weeks in advance.

Domestic Travel < \$2500 – All domestic travel requires approval of the Dean and the Department Chair prior to travel. Submit approval requests at least two weeks in advance.

The traveler is responsible for ensuring that all approvals are in place prior to travel. If travel is not pre-approved, the traveler may be at risk for covering all expenses.

Upon return, the traveler must submit the completed expense reports within sixty days by university policy. Department Administrators can provide the appropriate cost centers for COSS Professional Development Funds, as well as other external sources of support. These are also listed on the approval forms.

No Cost Travel

If you travel for professional purposes/university business and an organization/individual outside of Fresno State or the Foundation are covering all expenses, formal approval is not required. However, we would ask that you keep both your department and the Dean's Office informed for insurance purposes.

Use of Funds for Professional Development (Non Travel)

All requests for non-travel use of professional development funds (e.g., books, software, student assistants, research-related costs) must follow University guidelines and should be approved at the department level and communicated to the Dean's Office. All reimbursement requests for non-travel professional development funds via COSS Professional Development Funds must be submitted on or by May 19, 2025.