1. Faculty Professional Travel

Through a program of partial subsidy for travel expenses, Muskingum College provides encouragement and substantial support for faculty to attend professional meetings. The investment in and benefits from this program are mutual for the College and its faculty.

Full-time faculty members are eligible for remuneration for one national (or international) meeting and one state (or regional) meeting each academic year.

Immediately following a trip to a professional meeting, the faculty member should fill out a Request for Reimbursement of Professional Travel Expenses form and submit it to the VPAA. The form, with appropriate signatures, is to be accompanied by original receipts for expenses for travel, lodging, meals, and registration; it is possible to receive an advance for airfare and registration with paid receipts Reimbursements for the year must be requested and paid within the College’s fiscal year, July 1 to June 30.

The Faculty Professional Travel Program includes the following provisions for remuneration:

A. Cost of airfare up to $500 or, if driving, the current rate per mile allowed by the College. Mileage allowance for travel by car will be computed round-trip from the campus to the destination. For access to airport, mileage by car round-trip from the campus is also reimbursable.

B. For trips involving lodging expenses, a per diem of up to $65 or $80 (if traveling a paper, chairing a session, etc.) toward meals, lodging, and related expenses for a maximum of three days; an additional fourth day per diem when a super-saver type fare requiring an extra day would result in a combined savings.

C. For trips involving only mileage and meals (no lodging), a per diem of up to $30 for meals.

D. Registration fee up to $75.

A record of expenses and dates is to be turned in to the VPAA, with receipts for travel, lodging, meals, registration, and other expenses attached. For tax purposes, it may be advantageous to include in the report such non-reimbursable charges as airport long-term parking, shuttle service, necessary phone calls, and personal or baggage insurance. (see form) (Rev 1/04)

2. Professional Fees Matching Fund

A financial burden for academics who wish to stay professionally active is the cost of subscriptions for journals and newsletters in their fields and of annual dues for memberships in (regional and national) professional organizations. Membership in professional organizations is valued by faculty because such organizations provide opportunity for collegial contact and the exchange of information and ideas; foster scholarly identity and community; sponsor conferences and symposia; and publish critical bibliographies, periodicals, and monographs.

The College has therefore established a matching fund that provides incentives for individual faculty members to initiate or continue memberships with various disciplinary and professional organizations. Each full-time faculty member is entitled annually to 50% reimbursement of such costs, up to $50 of the first $100 so spent.