

Guidelines for Faculty Travel Fund Application

At Mercy University, faculty scholarship and professional development are highly valued. We believe that excellence in higher education is achieved through the pursuit of new knowledge, innovation, and creativity via research, professional practice, and scholarly activities. We strongly encourage faculty to take advantage of all available professional development opportunities and to consider utilizing faculty travel funds in support of these efforts.

Faculty may receive up to \$1,500 per year for attending a conference or professional development opportunity. Faculty presenting at a conference may request an additional \$500 for a total of \$2,000 per year if presenting at a conference.

Travel funds are subject to fund availability as we monitor budget constraints.

If you are presenting at a conference, you will be asked to provide additional details about your presentation, including how it contributes to strengthening Mercy University's reputation and visibility within academic or professional communities. This information will be reviewed and approved by the Associate Provost for Faculty Development & Teaching Excellence to ensure alignment with the University's academic priorities.

While the maximum reimbursement for presenting at a conference is \$2,000, you must deduct any travel reimbursements or honoraria provided by the hosting organization before submitting your reimbursement request.

Additionally, we encourage you to share a version of your presentation at a future Research Salon or other event within your School or the University.

Requesting Travel Support

To request budget support for professional travel, please submit your application using the **Faculty Travel Fund Application Form**: https://mercy.formstack.com/forms/faculty_travel_funds

- Complete all required fields.
- Attach relevant materials such as conference information, call for papers, or presentation confirmation.

Once submitted, your application will be routed to your School. The Dean will review and determine whether to support the request. If approved, the application will be forwarded to the Office of the Provost for final review.

Once fully approved, you will receive a copy of the application confirming the approval and the approved amount, authorizing you to proceed with your travel arrangements. Please retain this communication, as it must be included with your reimbursement submission.

Any travel undertaken without the final approval from the Office of the Provost is done at your own financial risk.

Reimbursement Process

All travel reimbursements must be submitted through **ChromeRiver**, which is located in **Self-Service** under the **Finance Dashboard** tile. Scroll down to find the **Chrome River – Travel and Expense** section.

All travel must adhere to the general [Travel and Expense Policy](#).

To request reimbursement, you must submit the following **within 30 days** of travel:

- A copy of the approved application
- Original, itemized receipts for all charges
- Airline boarding passes, if applicable
- Hotel folios, if applicable
- Conference registration and presentation documentation (e.g., brochures or programs)

Please retain copies of all documentation for your own records.

Important:

When submitting your expense report in ChromeRiver, be sure to select budget **Org 255020** to ensure your reimbursement is processed correctly.