

Funding Guidelines

Introduction:

Each year the Dean of University Libraries allocates funding in the library budget in support of staff professional growth and development.

Purpose:

The purpose of these funds is "Professional Growth and Development." For the purposes of this document, this is to be defined by the LSA as the attendance of classes, events, programs, workshops or conferences for the purpose of job-related self-improvement and/or job enrichment, and travel to such events. Such events may be LSA-sponsored programs taking place locally or individually attended events requiring travel.

Eligibility:

Only members of LSA, as defined in the LSA Constitution, are eligible to request funding and all requests must be job-related.

- "Job-related" is defined as the development of skills that directly relate to your current job or development of new skills that will help you grow as an employee.

All travel can only be funded in accordance with the rules established by the University Libraries, the University, and the State. Job-required travel should be funded by the member's department, with additional funding possible from LSA.

- "Job-required" is defined as an event that the supervisor requires a member to attend regardless of the timeframe.

Requirements:

All individual requests for travel funds must be submitted to the LSA President at least thirty (30) working days before the designated departure date.

- All requests must be submitted on a University Libraries Travel Request form.
 - A detailed description is required (one paragraph): What workshops do you plan on attending? (This can be tentative.) What do you plan on learning? How, in concrete ways, will this event help your professional development?
 - All requests must have supervisor approval for the time to attend the event. Supervisor approval for time does not necessarily equate with support for funds.
- If using a state car, you must have a Proper use of State Vehicles form on file with University Libraries Mailroom/Purchasing Office.

Approval:

All requests must then be approved by the LSA Executive Board, with a majority of votes necessary for approval. The President does not vote except in the event of a tie. At this time the President will cast the deciding vote.

- In the event the original request is denied, the Executive Board may suggest revisions and consider a resubmitted request.
- All requests will be answered and all decisions are final.

Denial of Request:

- In the event the original request is denied, the Executive Board may suggest revisions and consider a resubmitted request.
 - In the event the original request is denied due to outstanding Travel Report forms, the Executive Board may suggest filling out overdue Travel Report(s) and consider a resubmitted request.
- All requests will be answered and all decisions are final.

Amount of Funding:

Levels of funding are dependent on the circumstances and the Executive Board reserves the right to alter funding should it deem such action necessary. In general:

- Cases in which funding is approved, registration fees, accommodations, and meals will be funded at 100% of the total amount spent.
 - Meals will not be funded unless an overnight stay is required.
- Cases in which funding is approved, use of a state car will be funded at 100% provided funding is available.
 - All members attending the same function must car-pool. Funding will not be provided for a car if the member chooses not to car-pool barring any extreme circumstances.
- Cases in which event is job-required, registration fees, accommodations, and meals will be funded up to, but no more than, 50%.
- The Executive Board may have to limit the amount of money spent for any one conference or event. If this is necessary, the amount allotted will be divided among the number of participants for that activity.
- No single individual member will be approved more than \$1,500 in a fiscal year (July 1 – June 30). If a member requests a single or cumulative total that is in excess of \$1,500, the excess funds requested will not be approved. This is done to ensure equal opportunity for funding requests.

Requirements upon Return:

Within five (5) working days of returning to work after attending a funded event, the member is required to submit a completed Travel Reimbursement form to Mailroom/Purchasing.

- Receipts for all expenses must be attached to this form to receive reimbursement.
 - This excludes meal receipts.

Within ten (10) working days upon returning to work, the member must complete the Travel Report form located on the University Libraries Travel Center web site.

- This is an online form giving both the LSA and the training office information pertaining to the event attended.
- This report will assist in documenting the allocation of funds and will help other staff determine if they want to attend the event in the future.
- Failure to follow any of the above requirements, upon return, will result in the Executive Board denying or reducing future funding requests.