

Faculty Travel

University policy requires that “travel involving University office, departmental, or similar funds requires prior authorization by the traveler’s supervisor”

<http://supolicies.syr.edu/admin/travel.htm>.

Full-Time Faculty

1. Submit a Setnor School of Music Faculty Travel Request Form on the Setnor Microsite here: <http://setnor-resources.vpa.syr.edu/faculty-staff/>
2. Submit a VPA Program Development Request Form, which will be available from VPA Academic Affairs at the start of the semester.
3. Faculty will receive an email stating whether or not they have been approved for travel and what their funding will be.
4. If approved, faculty may move forward with making their own arrangements for airfare, hotel, etc with the understanding that they will only be reimbursed for the budget amount stated in the approval email.
 - a. Faculty can make arrangements using a variety of online services such as:
 - i. Expedia, Booking.com, Travelocity, etc.
 - ii. BTI The Travel Consultants - 315-472-7737 (Please note there is a fee for using BTI)
5. Once arrangements have been made and paid for, faculty must submit a completed Employee Travel Voucher here: <http://bfas.syr.edu/forms/travel-voucher/> , along with any receipts that need to be reimbursed. The Employee Travel Voucher is an Excel form and must be completed in Excel. Do not hand write on this form. Receipts must be taped in date order on blank sheets of paper.
 - a. There are two tabs on the form, please make sure you enter information onto both pages!
 - b. Leave chart string fields empty.
 - c. Only submit receipts up to the amount of your approved budget.
 - d. Receipts must be in date order, taped onto blank sheets of paper.
 - e. All participants must be noted on receipts.
 - f. Only ORIGINAL receipts w/ details will be accepted.
6. Guidelines for Travel Expenses:
<http://comptroller.syr.edu/resources/travel/guidelines-for-travel-expenses/>
7. Travel funds may be requested for:
 - Presentations at professional conferences.
 - Non-paid performances, or performances for which the remuneration is not equal to the expense.
 - Attendance at festivals/conferences deemed essential for professional development.

- Recruiting (These funds normally will come from the office of Recruiting, please contact them at x2769 for more information. Faculty should NOT complete the Setnor Travel Request form if they are doing recruiting, auditions, or an event for VPA Admissions.)

Part-Time Faculty

1. Request funding for travel through Adjuncts United. Please see the website for more information. <http://humanresources.syr.edu/resources/faculty/adjuncts-united/>
2. Please check with Adjuncts United directly with any questions about the process. The paperwork must be completed and turned into the Director's Office in 208 Crouse College for signatures, and then it will be forwarded to Adjuncts United.
3. At this time, the Setnor School of Music does not fund travel for part-time instructors since funds can be requested through Adjuncts United. Therefore, Part-time instructors should not complete the Setnor Travel request, since they will be submitting the Adjuncts United Request instead.