

PROCEDURES TO SEEK SUPPORT AND TO CLAIM REIMBURSEMENT  
FOR APPROVED FACULTY TRAVEL WITH BLUMBERG CENTER FUNDS

Reimbursement of approved requests will be made according to procedures described below, but will not be made if procedures are not followed. **Faculty members should pay careful attention to the claim procedures and the timelines for submissions of the claim.**

1. Faculty member completes one BLUMBERG CENTER FACULTY TRAVEL REQUEST FORM for each trip for which support is sought. Faculty requesting support for International Study should also submit a letter(s) -- see Form: CHECKLIST FOR LETTERS TO REQUEST FUNDING FOR INTERNATIONAL STUDY.

**NOTE:** For consideration to award the request: the application form/support information must evidence clear and substantial implications for persons with exceptionalities, persons with potential exceptionalities whose performance is adversely affecting educational outcomes, and those who work with them (e.g., included a special education or gifted population in the basic research; presentation/topic provides a focus on special education or gifted population).

2. Faculty member submits the forms to his/her Department Chairperson for approval, then to the Director, Blumberg Center. The Director has been empowered to act on the requests for domestic travel support. She may:
  - a. approve trips up to the amounts per priority set by the Center's Steering Council
  - b. deny the request(s)
  - c. seek advice from the Steering Council.

The Steering Council considers requests for International Study according to deadlines established and may approve funds in full or part; or, deny the request(s).

3. The Blumberg Center Director acts on the respective requests for domestic travel support; and, report the action on to the respective faculty member within a few days.
4. The Director may bring requests before the Steering Council and faculty members may appeal the Director's decisions to the Steering Council through the Director or Steering Council Chairperson.
5. A memo is sent to the faculty member acknowledging either approval or denial of the travel request. A copy of the memo is also sent to the faculty member's Department Chairperson and to the Department Secretary.

The memo also requests the faculty member to inform the Blumberg Center Director immediately if the trip is not taken or about any changes in plans; AND, if the trip is taken, upon return, to immediately submit the travel reimbursement request as per instructions - see#6. **Submission of travel reimbursement request forms are the responsibility of the faculty member. ISU travel regulations require that travel reimbursements be submitted within 30 days after the trip.**

If the faculty member will be receiving reimbursement for travel expenses from his/her department in addition to the Blumberg Center, Blumberg Center will transfer the approved amount for reimbursement into the department account after the faculty member has been reimbursed. The department secretary will process all paperwork for reimbursement with the Department Chair's signature and will not route paperwork through the Blumberg Center except to notify the Business Manager of the reimbursement so she can process an IV to transfer the funds into the department index.

If the faculty member will only be receiving reimbursement from the Blumberg Center, the travel forms will continue to be routed to the Blumberg Center for processing using the appropriate Blumberg Center index code.

6. The faculty member is responsible for getting the travel information and expense projections to the Department Secretary to complete a travel authorization form at least 3 weeks prior to the travel date. New ISU Travel regulations effective 9/5/00 require prior approval of all faculty and staff travel. The travel authorization form will be routed based on above described procedure.
7. If the faculty member changes plans and does not complete the travel, the faculty member should inform the Blumberg Center Director and his/her Department Secretary with a written explanation. The Department Secretary or Blumberg Center Business Manager will then need to cancel the travel authorization to release the encumbrances on the projected travel expenses.

If the trip is taken, immediately after the trip, the faculty member must submit a reimbursement request to his/her Department Secretary with complete travel receipts.

8. Department Secretary types travel reimbursement request; attaches receipts; types in the department index number (if any percentage is to be paid from the department); and specifies the amount to be paid; secures faculty member's signature; secures the Department Chairperson's signature; keeps a copy of the paperwork and takes it/routes it to the ISU Controller's Office. Then the department secretary should notify the Blumberg Center Business Manager of the reimbursement so an IV can be processed to transfer the funds to the department index.

If the faculty member will not receive any funds from his/her department, the Department Secretary types travel reimbursement request; attaches receipts; types in the appropriate Blumberg Center index number; and specifies the amount to be paid; secures faculty member's signature; keeps a copy of the paperwork and takes it/routes it to the Blumberg Center Business Manager within 30 days following the faculty member's return from the trip.

9. The Blumberg Center Business Manager checks the reimbursement request, secures the signature of Blumberg Center's Director; makes copy for Blumberg Center files; and takes t/routes it to the ISU Grant's Office.
10. The faculty member should receive the reimbursement within two weeks from the time the reimbursement request is routed across campus. If the faculty member does not receive the reimbursement in that period of time, he/she should notify the Department Secretary, who will follow up with the Blumberg Center Business Manager or the Controller's Office.