Staff Travel Stipend for Professional Development
Program Guidelines

Purpose: To provide funding support for staff to travel in order to participate in professional development activities.

Eligibility: Applicants must be full-time staff employees of the University of Southern Mississippi and have the approval of their supervisor. Travel is to be taken within the fiscal year that the funds are awarded. An individual may receive funds only once in a three-year period. Staff Council members are eligible to participate, however, staff council officers and scholarship committee members are NOT eligible to participate.

Proposal Submission: Applicants must submit a proposal and a budget request using the form that may be downloaded at the Staff Council website (www.usm.edu/staff-council) following the specific guidelines posted. Paper copies can be obtained in the Human Resources office. All proposals must describe the planned use of the funds in detail. Staff persons must articulate how the funds, if awarded, would contribute to their professional development. This does not include travel for required departmental travel responsibilities.

The staff person’s supervisor must submit a recommendation letter emphasizing how the experience will benefit the recipient.

All materials should be delivered (by email or interoffice mail) to:
rusty.anderson@usm.edu (email) or
Rusty Anderson, Box 5014 (interoffice mail) by 5:00 p.m. on September 6, 2019.

Note: If using interoffice mail, please note it may take several days for package to arrive at destination.

Budget Items: Proposals requesting up to $500 will be accepted, and the Travel Expense Estimation form must be completed. It is not guaranteed that the full amount requested will be awarded. All proposed expenditures must comply with USM policies and procedures as well as state law and should be fully explained in the budget justification of the proposal.

Proposal Review: The Staff Council Scholarship Committee will review proposals. Consideration will be given to those applicants who have not traveled for professional development in the past.

Obligations: As per University policy, the traveler agrees to pay the travel expenses upfront then submit paperwork through the appropriate budget string. Within two weeks of travel date recipients of Staff Travel funding must submit copies of original itemized receipts, permission to travel, travel voucher, and a 200 word report regarding the benefits of the activity to the Chair of the Scholarship Committee. After the required materials and report are submitted the Staff Council will reimburse the funds to the department.
THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Staff Council
Travel Stipend for Professional Development
STAFF APPLICATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl Number</th>
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<tbody>
<tr>
<td>Department</td>
<td>Supervisor's Name</td>
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<tr>
<td></td>
<td>Supervisor's Email</td>
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<tr>
<td>Name of Conference</td>
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<tr>
<td>Dates/Location of Conference</td>
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Agreement

I understand that:

- the funding must be expended as outlined in the application, and any changes to the proposed funding will be submitted to Staff Council for approval.
- all funding must comport with state and university policies.
- all itemized receipts pertaining to travel for this conference must be submitted to the Staff Council Scholarship Committee within two weeks of completion of travel.
- a 200-word report must be submitted to the Staff Council Scholarship Committee within two weeks of completion of travel, outlining the benefits gained to my personal and professional growth.

Signature: ________________________________ Date: ________________
<table>
<thead>
<tr>
<th>Description of Conference Information Being Presented (50-100 words)</th>
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<tbody>
<tr>
<td>Describe the information that will be presented at the conference. Discuss its value to your professional development. <strong>A list of the conference/meeting topic(s) is required as part of this submission.</strong> (If current year is unavailable, use information from previous years)</td>
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</tbody>
</table>
### Rationale for Requested Scholarship

Describe the anticipated learning outcomes of the meeting/conference and how the information will be used in your current role. (50-100 words)

<table>
<thead>
<tr>
<th>Please answer the following questions:</th>
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</thead>
<tbody>
<tr>
<td>How many times have you traveled in the past five years for professional development using university funds? __________________________</td>
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<tr>
<td>Will you receive Continuing Education Units (CEUs) or another type of credits for credentialing? If so, please name: __________________________</td>
</tr>
<tr>
<td>Number of years employed with The University of Southern Mississippi. __________________________</td>
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</table>
Travel Expense Estimation Form

**Meals** – For meals, estimate actual costs when possible (do not use per diem). Please place an X in box for those meals that are provided at the event or by your hotel (including breakfast).

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</thead>
<tbody>
<tr>
<td>Breakfast</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Dinner</td>
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<td>Total</td>
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</table>

Total $ _______

**Lodging** – Include the actual daily rate for the hotel room, including all taxes.

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<tbody>
<tr>
<td>Hotel Rate</td>
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</tbody>
</table>

Total $ _______

**Transportation to Conference Venue**
- By Personal Vehicle: (number of miles [roundtrip]) x $0.580
  *Mileage rate subject to change
- By Public Carrier

  $ _______

**Other Expenses**
- Conference Registration

  $ _______

- Taxi Fare (to and from hotel)

  $ _______

- Transportation to and from airport: (number of miles [roundtrip]) x $0.580
  *Mileage rate subject to change
- Parking at airport (daily rate x number of days parked)

  $ _______

**Other Expenses: (list and justify)**

  $ _______

**Grand Total**

  $_______

Department cost share portion:

  $_______

Scholarship amount requested:

  $_______
THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Staff Council
Staff Travel Stipend for Professional Development
SUPERVISOR SUPPORT

<table>
<thead>
<tr>
<th>Supervisor's Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Position</td>
<td>Email</td>
</tr>
<tr>
<td>Empl Number</td>
<td>Staff Name</td>
</tr>
</tbody>
</table>

Statement of Support
Clearly summarize your support for the proposed travel. Discuss in specific ways how it will benefit the applicant and his/her professional development. Also, address the appropriateness of the proposed venue.

Agreement
I understand that:
- I agree to pay the travel expenses for this professional development activity upfront.
- My employee will expend the budget as outlined in the application.
- My employee will submit a report concerning his/her presentation and benefits gained from the conference experience to the Staff Council Scholarship Committee within two weeks of returning from the conference.
- Upon receipt of the report and itemized receipts, the funds will be placed in my budget account and I will be responsible for overseeing that their disbursement follows university policies and procedures.

Signature: _________________________ Date: _________________________

Staff Professional Development Travel Stipend Program