

## Center for Excellence in Teaching and Learning Travel Funding Request

The Center for Excellence in Teaching and Learning (CETL) supports UW-Superior educators to attend conferences and professional development activities that focus or include topics on teaching and learning. This year, CETL has three opportunities for conference travel:

1. **OPID Annual Teaching and Learning Conference on April 12 - 13, 2018 in Madison, "At the Crossroad: The future landscape of learning"**. CETL will organize a UW – S team to attend the conference; those who are accepted for posters and/or presentations will be included as members of the team. For more information, please go to <https://www.wisconsin.edu/opid-spring-conference/>. **THE REQUEST TO BE A TEAM MEMBER FOR THE SPRING OPID CONFERENCE MUST BE SUBMITTED BY MARCH 15, 2018.**
2. **Faculty College in late May/early June, 2018. This is usually held in Richland Center, WI.** Information has not been released from OPID on this opportunity. See information on past years at <https://www.wisconsin.edu/opid/faculty-college/>. We will send more info out in the spring semester.
3. **Professional conferences as identified by applicants.** Faculty, Academic Staff and University Staff can apply for small grants to support participation and/or presentations at conferences and other professional development activities as related to teaching and learning. Funding up to \$500 is available. **FUNDING REQUESTS FOR TRAVEL MUST BE SUBMITTED TO CETL BY Monday, February 5, 2018 at 11:59 p.m.** Travel must occur by June 30, 2018 and related e-reimbursement submitted.

**To apply for any of these activities, please submit the application on page 3 to CETL (cetl@uwsuper.edu) by the dates identified above.**

**Approval for funding requests will be made based on the following:**

1. Status as a current campus member.
2. Completed application. (Incomplete applications will not be considered.)
3. Impact to teaching and learning at UW – S.

### **TRAVEL INFORMATION AND FOLLOW-UP REQUIREMENT**

**Request for written summary of experience from those funded:**

CETL requires those who received funding to share information learned during the conference or other professional development activity. Please submit a short summary (100 words or less) of your learning experience along with your TER to CETL (c/o [cetl@uwsuper.edu](mailto:cetl@uwsuper.edu)). TER submissions without the summary will not be processed. The summary will be shared on the CETL website and may be used to promote similar activities in the future.

Questions to use for your summary include:

- What was the most beneficial or memorable experience(s) you engaged in during the workshop/conference? Why was it beneficial or memorable?
- Has the conference/workshop experience positively impacted your ability to engage in your responsibilities related to teaching and learning? If so, how? How do you plan to apply your new knowledge?
- What are the lessons learned and how do you plan to implement them in your work?

**General information for planning CETL-funded travel.**

It is important for you to follow the travel requirements and guidelines set forth on the UW-

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Superior travel website [www.uwsuper.edu/business/travel](http://www.uwsuper.edu/business/travel) in order to receive reimbursement for eligible travel costs.

In the case of OPID events, CETL will make arrangements to **reserve a vehicle** for all conference attendees to travel together. Attendees have the option of traveling on their own, but *solo travel will not be reimbursed* by CETL funds.

NOTE: All drivers must be **authorized** through the Parking Services Office in order to drive **on university business**. Go to the Parking Services website [www.uwsuper.edu/parking/](http://www.uwsuper.edu/parking/) to obtain a form and review instructions for completing the process, which can take up to two weeks from the date the form is submitted to Parking Services.

**Lodging** at OPID conferences is preferred on a double-room basis when possible. Those willing to share a room will pay no lodging costs, while those choosing to have a single room will pay the difference in the cost. For conferences with more than 3 persons attending from UW-Superior, the CETL office will generally place room reservations, though attendees may need to pay for their lodging at the hotel using their personal credit card.

Within most of Wisconsin, the maximum amount reimbursable for lodging at a hotel not designated as the "conference hotel" is at a rate of **\$70 per room per night**. In order to avoid paying sales tax, which is **NOT** reimbursable for in-state lodging, travelers should present a Tax Exemption Card at the hotel upon check-in; cards are available in the Business Office in Old Main. Check out the travel website for exceptions to the \$70 limit for certain in-state cities and out-of-state localities.

**Permission to be away from assigned duties** is required for most faculty and staff two weeks prior to travel dates. Check with your unit or department's Program Associate to obtain the form to complete the application/permission process.

When the conference/event is over and you have returned to UW-Superior, complete a **Travel Expense Report (TER)** form, which is available at [www.uwsuper.edu/business/travel](http://www.uwsuper.edu/business/travel). Attach a conference agenda and other documentation that designates the conference site hotel and specific meals costs covered by your conference registration. Though meals will be reimbursed on a per diem basis without receipts, as outlined on the business/travel webpage, most other costs to be reimbursed will require you to attach an ORIGINAL receipt (a copy will not satisfy the requirement). You should fill in all information on the TER other than the cost center, sign it, attach pertinent documentation and receipts and your summary of the event. Submit the form to CETL (2076 Swenson Hall) for approval of funding by the CETL Director.

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**Date of request:**

**Name:**

**Department or campus unit:**

**If faculty or teaching academic staff, what courses are you teaching in 2018-19 (next academic year)?**

**If academic or university staff, what is your role as related to teaching and learning? (i.e. do you supervise and/or mentor students?)**

**If funded, how will this opportunity impact your role in teaching and learning?**

**Funding request – COMPLETE ONLY THE PORTION OF THE FORM PERTINENT TO YOUR REQUEST**

**\_\_\_ I would like to be a CETL team member attending the OPID Conference on April 12 - 13, 2018.**  
(Include additional information as required below.)

Were you accepted for a poster and/or presentation?      Yes      No

If yes, what is the title of your poster and/or presentation?

\_\_\_\_\_

Are you presenting with others from UW – S? If so, who?

\_\_\_\_\_

**\_\_\_ I would like to be a CETL team member attending Faculty College in late May/early June, 2018.**

**\_\_\_ I am applying for funding to travel to a conference or professional development activity.**  
(Include additional information as required below.)

NAME and WEBSITE for event:

DATE of event:

LOCATION of event:

Were you accepted for a poster and/or presentation?      Yes      No

If yes, what is the title of your poster and/or presentation?

\_\_\_\_\_

**Please identify the sessions you plan to attend related to teaching and learning.**

**Total cost of travel:**

Do you have additional funding from UW – S or other sources (other than personal) for this activity? If so, what are those sources and funding amounts?

**Request for funding from CETL (\$500 or less) and what the funding will cover (travel, lodging, registration, etc)?**