

Faculty Travel/Non-Tenure Track and Librarian Professional Development Funds

Guidance on what qualifies for FSU Travel and Professional Development Funds is outlined in Section 26.6 (Funds to Support Bargaining Unit Members) of the Faculty Collective Bargaining Agreement: https://hr.umb.edu/media/umassboston/editor-uploads/human-resources/documents/FINAL_2024-2027-FSU-Integrated-Agreement_Accepted-Track-Changes-9-10-25.pdf

Faculty Travel Funds: FSU Travel Funds

- Tenured or Tenure-Track faculty members, librarians, and Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors in the Manning College of Nursing and Health Sciences are eligible for up to **\$1,700** for travel related expenses where they are presenting their research, scholarship, or creative activity at conferences (e.g., significant participant for the conference: panel member, organizer, etc.).
- All expenses must be entered into the Concur system, with receipts submitted for reimbursement (based on the policy). Additionally, traveler must provide documentation confirming their participation in the conference (e.g., proof of being a panel member or presenter)
- Any expenses exceeding **\$1,700** must be covered either personally or by the faculty member's department.

Travel & Expense Policy for University Employees

Before traveling, all employees must register and obtain authorization through the Concur System.

The University uses '**Concur**' for travel arrangements and expense reimbursements. If you have never used Concur, **you must login and set up your profile at the link below**. If you would like someone else to function as your delegate and submit your reimbursement request(s) on your behalf, you must choose and assign a delegate – the job aid is below. You will still have to login, set up your profile, and review and approve each expense report, and will be notified by email that one is ready for your review and approval. If you would like help from the Central Business Unit, please email cbusupport@umb.edu.

- **Link to Concur:**
- [Enterprise Systems Logins - UMass Boston \(umb.edu\)](#)
- **Link to Job Aid to set up your Concur Profile:**
- [Concur First Day User Guide 032724.pdf \(dropbox.com\)](#)
- **Link to other Concur Resources:**

- [Concur Resource Library: Expense Reporting | UMass Office of the President \(umassp.edu\)](#)

Travel Policy

Travelers must follow the University's travel policies, as outlined on the following pages [Travel & Expense Program | UMass Office of the President](#)

Funding Details

For expenses covered by **FSU funds**, please use the following account information:

- **Speedtype:** 114664
- **Fund :** 51373
- **P/G:** B20260000063112
- **Dept ID:** B00490011
- **Program:** A00

Important information

- All funds must be used within the fiscal year and processed before it closes.
 - **Unused funds do not carry over** into the next fiscal year, so submitting the necessary documentation immediately after returning from your conference is essential.
 - If assistance is needed at any point in the process, please contact the **Central Business Unit in the Provost's office** at www.cbupport.com
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Non-Tenure Track and Librarian Professional Development Funds

These funds are available to members of the bargaining unit whose appointments are 50% FTE or more and are on payroll as of September. The amount of funds distributed to each member is on a *pro-rata* basis and are subject to the qualifications and limitations described in Section 26.6.2 of the current collective bargaining agreement.

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Guidelines for Professional Development Funds

- You may request reimbursement for Professional Development Funds expenses that you incurred, or will incur, between **July 1-June 30**.
- Reimbursement will be made after purchase and upon submission of the appropriate documentation into Concur, the University's Travel and Expense module.
- Reimbursement will be allowed for travel expenses, conference fees, subscriptions, books, research and teaching supplies, tuition, and professional memberships only.
- Any equipment purchased becomes the property of the university and must arrive on campus by June 30th.
- These funds may not be used to enhance salary or to lease space.
- You will need to attach appropriate documentation of expenses, and a copy of your Professional Development letter, when submitting your documentation into Concur.
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