

Faculty Research Account Guidelines

1. Definition of faculty research accounts

For eligible faculty, \$1800 will be deposited into their "Faculty Research Account" on July 1st of every year. These will have account numbers "R####-1820". There is a three (3) year cap on these funds, not to exceed \$5400. The fund rolls over in perpetuity as long as the faculty member is employed at the College.

2. Eligibility

- Full-time regular tenured and untenured faculty who do not have access to guaranteed departmental funds are eligible for faculty research funds.
 - Faculty on sabbatical are eligible for funds, but faculty on unpaid leave are not eligible.
 - Faculty in the early retirement program are eligible for travel funds.
- The Dean of the College may make exceptions to this policy.

3. What will be reimbursed?

The College will reimburse faculty for all legitimate research and travel expenses. Expenses may include economy airfare, hotel, conference registration, meals (in accord with guidelines set each year by the Business Office), ground transportation, and miscellaneous expenses. For all expenses for which a receipt is normally issued (i.e., all expenses except business mileage and tips), an original receipt must be attached to the Employee Expense Reimbursement Form. A photocopy of a receipt will not suffice.

All expenses must conform to the general rules of the College. You can find the full Expense Reimbursement Policy/guidelines and the Employee Expense Reimbursement Form on myOxy under the Faculty tab or on the Business Office website (click on the Accounts Payable link): <http://www.oxy.edu/business-office>. A completed Employee Expense Reimbursement Form with original documentation to support the expenditure (e.g., original receipts, invoices, etc.) attached should be submitted to Elizabeth Boyd in the Dean of the College Office.

4. What will not be reimbursed?

Anything that falls outside of the College's [Employee Expense Reimbursement Policy](#). When unsure if an expense is allowable, please reach out to your department coordinator, or Elizabeth Boyd (x4203, boyde@oxy.edu) **prior** to incurring the expense for assistance. Unallowable expenses will not be reimbursed.

5. Approval requirements

Absences from classes for Faculty traveling during a semester in which they are teaching require department chair approval prior to travel date.

If classes are to be missed because of travel, a plan for how the classes will be covered must be filed with, and approved by the department chair. Faculty should make every effort not to cancel classes.

6. Assessment

Scholarly endeavors supported by faculty research account funds should be documented and described in a faculty member's annual report for that year.