

**Chan Division of Occupational Science and Occupational Therapy**  
**Travel and Professional Development Reimbursement Policy**  
**Faculty, Staff, Post-docs**  
**(Effective July 1, 2017-June 30, 2018)**

Professional conferences provide opportunities for faculty and post-docs to engage in scholarly presentations, disseminate scientific findings, network with experts and scholars in their field, and pursue further training/education to promote success in their roles and academic careers. Staff may also travel for purposes related to their job functions.

To ensure we support these important activities, which are vital to each person's scholarship roles and/or professional development, we have established the following guidelines to request and use travel funds from the Division. There are three categories of travel, so please read carefully below.

**Category 1: Faculty travel to OS/OT Specific Conferences (scholarly presentations)**

This category applies only to full-time faculty.

This category is intended to incentivize scholarship specifically within the field of OS/OT. Attending conferences within Occupational Science and Occupational Therapy promotes engagement with other OS/OT scholars and provides important opportunities for publicizing the latest findings in research and innovations in clinical or teaching practices specific to OS/OT, in line with the Division's name and mission to build capacity in the field of OS/OT.

Faculty are encouraged to select 1-2 OS/OT specific conferences per year that are most beneficial to their scholarship and congruent with the overall mission/strategic priorities of the Division. If you are accepted to present at more than two OS/OT conferences, any additional travel requests would move to Category 2 for consideration.

Below are the approved Category 1 conferences along with the approved maximum travel support awarded per conference for the 2017-2018 academic year:

- OTAC                 \$600
- AOTA                 \$1500
- SSO:USA             \$1000
- OT Summit         \$1000 (Education or Research)
- WFOT                \$2200 (international; applies only every 4<sup>th</sup> year)

**Qualifications**

- An accepted, first-author presentation (e.g., poster, paper, panel) at the conference is required. Proof of the acceptance with title and author order must be submitted.
- If not first-author, the active role as a co-presenter at the conference must be justified (i.e., you are co-teaching a 2-day workshop).
- See Category 2 for additional considerations when presenting with students.

**Category 2: Faculty travel-all other conferences/events**

This category applies to full-time, as well as part-time faculty.

Attendance at interdisciplinary or specialty conferences facilitates scientific and clinical networks specific to populations/topics and critical opportunities for sharing cutting-edge science and clinical interdisciplinary programs. All requests will be evaluated and approved on a case-by-case basis and must be congruent with faculty goals as well as the mission/strategic goals of the Division. If approved, the amount will vary dependent upon funding available and other considerations including number of conferences attended.

### **Examples of items included in Category 2:**

- Scholarly presentations at Interdisciplinary or specialty conferences
- Invited keynotes or lectures (e.g., AOTA specialty conferences, pre-conference institutes), if not reimbursed by sponsor
- Co-presentation of posters with student mentees/advises or residents
- Continuing education/training purposes (e.g., specialty certifications required for clinical practice)
- Registration for local professional development courses
- Service-related travel
- Travel related to your administrative role (e.g., program director)

### **Category 3: Post-docs and staff travel to conference/events**

This category applies to post-docs and staff.

Post-Docs and staff may be required to participate in conferences, professional development, and events that are most relevant to their role and responsibilities in the Division. All requests will be considered case by case.

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### **Approval Processes**

#### **Reimbursable Expenses**

- May include registration, lodging, transportation (i.e., airfare, mileage, and/or taxi/train), and cost of poster.
- Meals are not reimbursable unless attendance is for administrative purposes and assigned by the Division. Only those meals purchased during the assigned dates will be reimbursed.

#### **Process for Making Requests**

- Requests for conference travel must be made within 2 weeks of notification of abstract acceptance, or in the case of meetings/continuing education, at least 30 days prior to. All requests must be made using the Travel Support Request form which will be found here: <http://chan.usc.edu/faculty/documents>
- All requests must be reviewed and signed off by the faculty's designated Associate Chair (supervisor of the person making the request), or the Associate Dean and Chair for persons reporting directly.

#### **Routing Instructions:**

- **Faculty and staff primarily engaged in patient care** should submit their requests to **Dr. Katie Jordan**.
  - **Faculty and staff primarily engaged in teaching, admissions, and fieldwork coordination** should submit their requests to **Dr. Julie McLaughlin Gray**.
  - **Faculty and staff involved primarily in IT, Continuing Education, Global Initiatives, Marketing/Communications, and Special Events** should submit their requests to **Dr. Sarah Bream**.
  - **Faculty, post-docs, and staff primarily engaged in research** should submit their requests to **Dr. Grace Baranek** through December 2017, and then to **Dr. Mary Lawlor** starting January 1, 2018.
  - Associate Chairs should submit their requests to **Dr. Grace Baranek**.
- Once approved, the signed form should be routed to the Associate Dean and Chair's office.
  - Requests will not be approved retroactively.
  - You must submit the request form even in the case that your travel expenses are covered by another organization so that your Associate Chair is aware of the days you are requesting to be out of the office.

### **Process for Submitting Travel Expenses**

- Pay for your travel costs upfront and submit your reimbursement request to Erika Tan within 30 days of your return from the conference.
- See “Travel Reimbursement Submission Instructions” for further details.

### **Additional Considerations**

- In determining which conferences to prioritize, faculty may consult with their designated Associate Chair at their annual reviews or as needed. Presentations should be linked to annual goals.
- The same poster/paper may not be circulated to multiple conferences without strong justification. Rather than presenting the same content at multiple conferences, we encourage sustainable contribution to the profession by writing and submitting a publication.
- Approvals only apply to the conference requested and many not be applied towards a different conference.
- Time off (number of work days versus vacation days) is subject to any existing university, Division, or hospital policies as applicable to each faculty.
- In order to supplement Division travel awards, we urge you to look for other sources of funding, including grants.

**\* The Associate Dean and Chair has the final discretion regarding availability and use of faculty travel funds. This policy and the allowable reimbursements will be re-evaluated annually and are dependent on the availability of funds.**

**\*\*All travel-related forms will be found here: <http://chan.usc.edu/faculty/documents>**