

Chan Division of Occupational Science and Occupational Therapy
Travel and Professional Development Reimbursement Policy
Faculty, Staff, Post-docs
(Effective July 1, 2024— June 30, 2025)
(Revised 08/01/2024)

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.

It is the responsibility of each employee traveling to familiarize yourself with the university's travel policies found at <https://policy.usc.edu/travel-expenditures/> related to use of personal vehicles, various travel expense restrictions, etc. Please take time to review these policies prior to making your travel arrangements.

All awards are subject to availability of funds during any fiscal year.

- As a guide for primary presenters (first authors), the maximum amounts for specific conferences are listed below.
- If you are not the primary presenter, or are not presenting, please provide additional justification for in-person attendance below (partial funding will be considered based on rationale and availability of funds).
- Virtual attendees will receive reimbursement only for the costs of registration.
- Retired, voluntary and adjunct faculty are not eligible for conference travel reimbursement.

○ OTAC (Fall 2024)	\$1,000
○ OTAC /Western Regional (Spring 2025)	\$1,500
○ AOTA Annual Conference (ALC/FW Educator Add-on)	\$2,500 (\$700)
○ OT Summit of Scholars	\$2,500
○ AOTA Specialty Conferences: Entrepreneurship, Adult Rehabilitation, Mental Health, Education Summit, Children & Youth.	\$2,000
○ AOTF Engage Summit	\$2,000
○ INSAR	\$2,500
○ SSO: USA	\$1,800

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).

Grant-Related Travel

When utilizing grant funds for travel, you need to use the USC vendor (Christopherson Business Travel) because they are aware of the fly America Act (see below). Be sure to tell the agent that you will be using grant funds to cover the travel expense. If you use Concur booking, you should be able to see which flights are compliant with the policy. <https://procurement.usc.edu/travel/plan-book/preferred-suppliers/>

When federal funds are used for foreign travel, tickets must be purchased in compliance with the Fly America Act/ Open

Skies Agreement. This Act stipulates that tickets must be purchased for airline travel on:

- A U.S. flag air carrier; or
- A foreign carrier that operates under a U.S. flag air carrier code-sharing agreement and tickets or documentation for electronic tickets identify the U.S. flag air carrier's designator code and flight number.

Such carriers must be used unless the traveler can document such carriers were "unavailable," as availability is defined by federal regulations. Certification of unavailability must be on file in the Department of Contracts and Grants prior to purchase.

Not all sponsors accept the Open Skies agreement; before booking any non-U.S. carriers, verify terms and conditions with the Department of Contracts and Grants.

Approval Processes

Reimbursable Expenses

- May include registration, lodging, transportation (i.e., airfare, mileage, and/or taxi/train, parking), and poster costs. Meals will not be reimbursable.
- The Ostrow School of Dentistry does not allow any per diem reimbursements.

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: <https://chan.usc.edu/resources/forms-and-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. Chantelle Rice Collins**.
- **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. Mary Lawlor**.
- 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 as needed.
- 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 Stephanie Lee 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 may 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 can be found here: <https://chan.usc.edu/resources/forms-and-documents>**