

Department of Youth Development Expense Reimbursement

Expenses may be reimbursable through the Department of Youth Development if a department member does not have other reimbursement options.

The Dean's office annually allocates funds to the Department for travel and meeting expenses.

This covers expenses for ...	to attend...
Department Chair or their designee	Meetings of CEAC, Academic Department Chairs, and Academic Leadership Standing Committee; and other committees they are asked to participate with
SRP Committee Members	Committee orientations, Meetings to review documents, Department sponsored tenure workshop, 3 year reviews
Probationary Faculty	Department sponsored tenure workshop, meetings with assigned mentors
Assigned Mentors	Department sponsored tenure workshop, 1,2 & 3 year reviews with their mentees, meetings with assigned mentees, SRP & FTAC meetings where their mentee's document is being reviewed
Professors	Committee meetings, Events where professor candidates are teaching
All Department Members	Department meetings, Day of Learning

In cases where there is a budgetary constraint, other expenses may be covered. This may include such expenses as probationary faculty attending the SRP & FTAC meetings where their document is being reviewed; or professor candidates attending the event where they are teaching as a professor candidate or the meeting where their document is being reviewed.

To be reimbursed, complete a Travel Expense Report (TER) and mail to the Department Chair. Follow the guidelines for allowable expenses and amounts. Submit expense report shortly after the event. All TER's for the fiscal year are due to the Department Chair by June 7. Starting July 1, 2010, Person/Employee IDs should be listed on all Travel Expense Reports in the SSN box. Person/Employee IDs can be found on pay stubs and monthly leave reports.

Please practice fiscal responsibility where practical – i.e. car pool, meet in conjunction with other meetings.

Committees conducting department business may schedule WisLine teleconferences through Cindy Blackburn. When scheduling a WisLine, it is billed to the Academic Department.