

The Chairperson's/Director's Travel Fund:

The College Chairperson's/Director's Travel Fund is available in FY '09; this fund is separate from any funding the chairperson/director may receive from the College's Faculty Professional Development Travel Fund. The \$1,000 allocation typically is used for attendance at a professional association meeting; however, the funds are not limited to this purpose.

The Chairperson/Director Travel Fund is administered through the College Dean's Office; Ruth Allenbrand is the contact person. To access these funds, please have the department accountant complete a *Travel Authorization number* and submit a printed copy to Ruth at least two weeks prior to the start of the travel. Once the trip has been completed, please submit a fully completed Travel Expense Detail Form along with original itemized receipts to Ruth. The travel fund is "state" funding, so all University and State rules and regulations must be followed. Please refer to the Comptroller's website at:

http://www.comptroller.ku.edu/central_accounting_services/travel_information/index.aspx. If you have questions about arranging for airline tickets, Ruth can be contacted at 4-3562, or rallenbrand@ku.edu with any questions pertaining to Chairperson/Director travel.