

Policy and Procedure for Travel on Dean's Level I Funds

Purpose of Dean's Level I Funds: To provide money to department chairs and program directors to be used for faculty research projects which include resident research. The focus is on "faculty research" to encourage individual faculty/faculty teams to develop research/scholarly themes and minimize research that is the product of any one person's interest for a short period of time (i.e. research silos).

The primary output from faculty research supported on grants at KUSM-W is published peer-reviewed manuscripts. As residents are working with faculty, the primary expectation for the resident's activity is also peer-reviewed manuscripts. Therefore Dean's Level I funds should not be considered as "resident travel funds."

If resident travel to present the team's data are requested on Dean's Level I funds, up to \$1000 may be used. To access funds for travel reimbursement by residents, the following KUSM travel guidelines must be followed.

- Out-of-state travel must be submitted at least 4 weeks in advance to OoR for approval.
- Travel expenses will only be paid on a reimbursement basis upon review and approval of travel receipts.
- Travel supported only within the continental United States.
- Economy class flights only.
- Lodging will be reimbursed at a rate that is usual and customary for that respective city. Lodging at the conference hotel will be reimbursed at the conference rate.
- Must submit documentation of conference registration and conference agenda with presentation (oral or poster) highlighted (copy of abstract should be included).
- Per Diem will be used to reimburse meals, unless itemized receipts are provided.
- There will be no reimbursement for lost receipts.

Should you have any questions regarding allowable reimbursement, please contact Charlie Walker, Grants Specialist, at 293-1817 or cwalker9@kumc.edu.