STETSON UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Request for Faculty Professional Development Funding (FPDF)
(rev. June 2025)

All full-time College of Arts and Sciences (CAS) faculty members are eligible to apply for Faculty Professional Development Funding (FPDF). The most commonly supported **purposes** for funding requests are as follows:

- Giving a paper or presentation on the program at a professional conference in the faculty member's discipline or at a conference or workshop on the scholarship of application/engagement, integration, or teaching and learning
- Participating as an officer, session chair, or respondent/discussant at a professional conference or in a professional organization
- Undertaking scholarly or creative work of demonstrable significance to a faculty member's scholarly or creative agenda
- Participating in a conference or workshop in support of academic leadership and administrative responsibilities
- Participating in a conference or workshop for other specific professional development
- Receiving support for publication/presentation of peer-reviewed work

Support for travel to a conference or workshop and/or support for other scholarly and creative activities central to a faculty member's professional development is, in most cases, limited to the following levels of support for the 2026 fiscal year:

Travel within North America and the Caribbean* and/or other non-travel related scholarly and creative professional development activities	Up to $1800.00
Travel outside North America and the Caribbean*	Up to an additional $800.00 (available to only tenure-track and tenured faculty members)
Attendance only at a conference or workshop**	Up to $700.00

*Pertains to active conference participation, such as presenting a paper or poster or serving as a respondent/discussant, session chair, or professional association officer.
**Pertains to attendance only (i.e., not actively participating, as defined above) at a conference or workshop; only one application per fiscal year for this purpose may be funded as part of the $1800 limit.

Notes:

1. Applications to support active conference participation will receive priority over applications to support attendance only.
2. Faculty members should prioritize requests for FPDF, recognizing that funding is limited. Faculty members are expected to contribute to their own professional development.
3. Academic departments may supplement CAS FPDF with funding from other sources, including departmental restricted accounts.
4. Before applying for CAS FPDF, Brown Teacher-Scholar Fellows should apply first to the Brown Center for Faculty Innovation and Excellence for up to $1000 in funding. Should the request for funding exceed $1000 and pertain to active participation, as defined above, Brown Teacher-Scholar Fellows may submit a joint application to the CAS Dean's Office and the Brown Center, requesting $1000 from the Brown Center and up to $600 from CAS FPDF.
5. FPDF is not guaranteed.
6. The Dean's Office will not award FPDF to faculty members who do not receive approval for funding prior to travel or prior to otherwise engaging in professional development activities for which funding is requested.
7. Only full-time CAS faculty members are eligible for FPDF. Any exceptions must be approved by the CAS Dean's Office.
8. The fiscal year is from July 1 to June 30.
9. Requests for FPDF must be submitted via the **FPDF** Fiscal Year" form *at least three weeks in advance* of your intended departure or usage or no later than the applicable deadline listed below. Please include estimates for all legitimate expenses, even if they exceed the applicable level of support listed above. Requests for FPDF are reviewed and funding is awarded on a rolling basis throughout the calendar year. However, the deadlines for submitting a request for FPDF within a given fiscal year are as follows:

Request for funding to support travel or activities to occur:	Deadline:
Between July 1 and December 31	October 31
Between January 1 and June 30	March 31

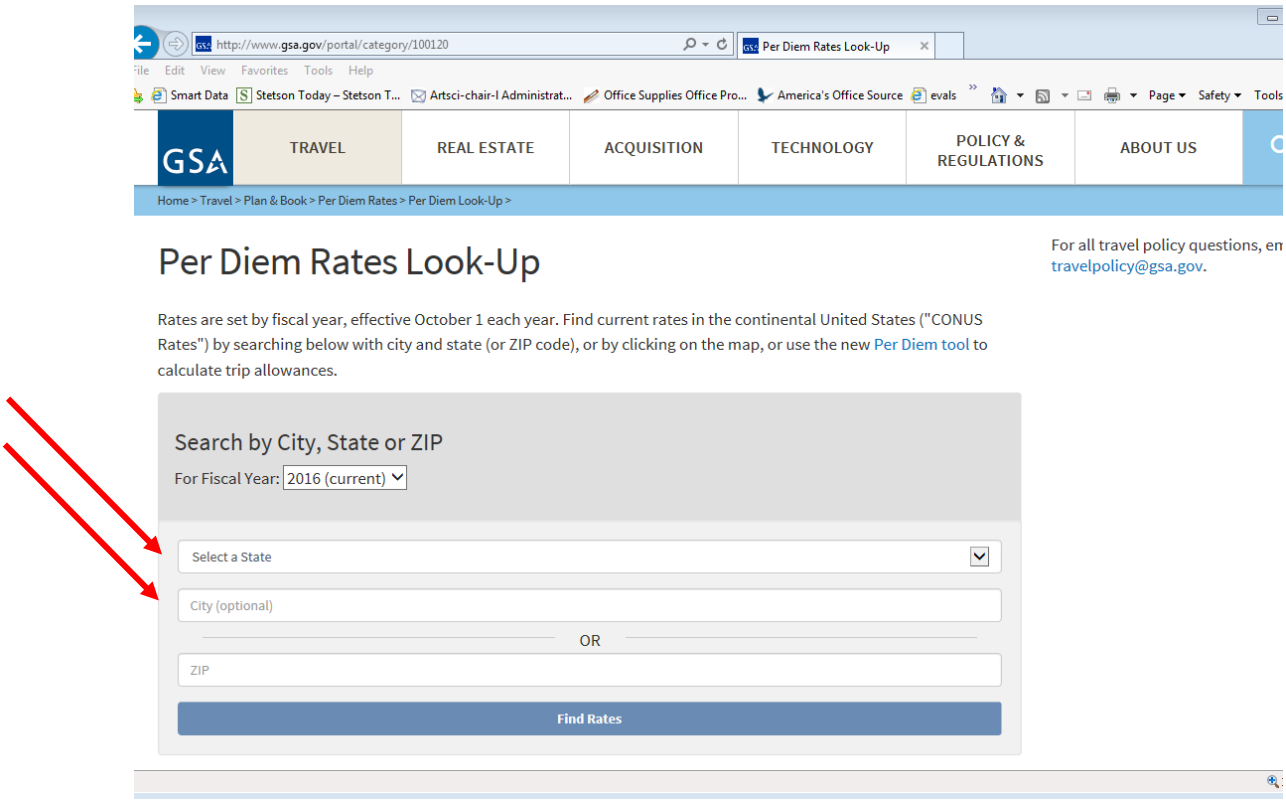
If you are awarded funding, to request reimbursement for approved expenses, please submit to the CAS Dean's Office a print copy of your completed checklist that accompanied your award letter and print copies of the items listed on that checklist that must accompany your request for reimbursement (as applicable). Your request for reimbursement must be submitted within ten business days of your return or of your usage of funds. Failure to submit the required documents may result in forfeiture of funds.

10. Please request and use Purchase Requisition(s) to pay for major expenses in advance, when possible, to benefit from Stetson's corporate tax-free status. Please submit your completed Purchase Requisition(s) to the Dean's Office via email, once your request has been approved. *Faculty members who opt to pay for approved expenses with a personal credit card or out-of- pocket may not receive reimbursement prior to their travel.*
11. In your request for funding, please provide accurate estimates. (For example, when estimating lodging costs, please cite the conference hotel's rate, including taxes and other fees.) Please be judicious in using reasonably-priced lodging, transportation modes, early discounted registration fees, and the like.
12. Please do not request funding or reimbursement for the following items, which will not be reimbursed:
    - Airline upgrades or add-ons (e.g., seat upgrades, seat selection fees, etc.)
    - Fees for travel agents
    - Travel insurance
    - More than one checked bag
    - Lodging upgrades or suites
    - Travel, meals, lodging, and the like for anyone other than yourself
    - The costs of car rental and gas, if you request mileage reimbursement, or mileage reimbursement, if you request the costs of car rental and gas
    - Additional days at the conference site
    - Membership fees to professional organizations (with the exception of the case whereby an individual's membership fee combined with the conference registration fee for members of the organization is equal to or less than the conference registration fee for non-members, in which case, documentation of this fact must be submitted upon the request for funding and with the request for reimbursement)
13. The CAS Dean's Office will reimburse your out-of-pocket meals at the approved per diem rates, and you need not submit receipts for these meals. Meals covered by a conference or workshop registration fee or meals provided by an airline will not be reimbursed, so please do not include them in your estimated meal costs or in your request for reimbursement. Please use Stetson's approved per diem rates when estimating your meal costs, and please include a copy of the conference or workshop agenda (if it is available) that indicates whether and which meals are covered by the registration fee. If the meal per diem rate for the location to which you plan to travel is higher than Stetson's rate, *please attach the U.S. Government Services Administration's (GSA) meal per diem rate pages for that location and exclude the incidental expenses (listed as "IE" on the GSA meal per diem rate page) from your estimate; Stetson does not cover incidental expenses. Otherwise, meal per diem rates above Stetson's rates will not be considered*. The submitted GSA meal per diem rate pages must include (1) the city's/location's meals and incidental expenses (M&IE) overall rate, (2) the per meal rates for that city/location, and (3) the rates for the first and last day of travel for that city/location. Note that the number of meals covered on departure and return dates generally is fewer than three meals per day, and your request for funding should reflect that fact. See http://www.gsa.gov/perdiem and the section below, "How to Look Up Per Diem Rates," for guidance. If part of your travel will be outside of the United States, submit comparable information about the meal per diem rates pertaining to those portions of your travel outside of the United States. Refer to the U.S. Department of State website at https://aoprals.state.gov/web920/per_diem.asp and to the directions below.
14. Please see Stetson's travel policies and procedures at for more information.
15. If your request for funding is denied or is approved for only partial funding or if your actual expenses exceed the amount you are awarded, please retain your *original itemized receipts for those items which are not covered by your funding award (i.e., for any legitimate expenses you covered personally)*. If you submit an original receipt to receive partial funding, please keep a copy of it. Toward the end of the fiscal year, if funds remain in the Faculty Professional Development budget, the Dean's Office will issue a call to those faculty members who fall within these three categories to request reimbursement.

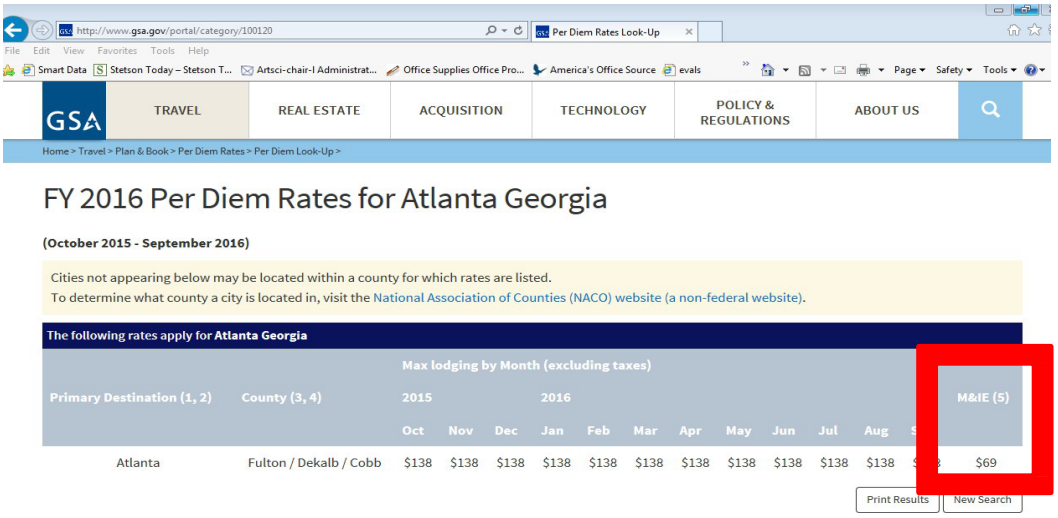
How to Look Up Per Diem Rates

For U.S. Travel:

Go to the GSA website at http://www.gsa.gov/portal/category/100120, which brings you to the page below. Enter the state and city of your destination, and click "Find Rates."

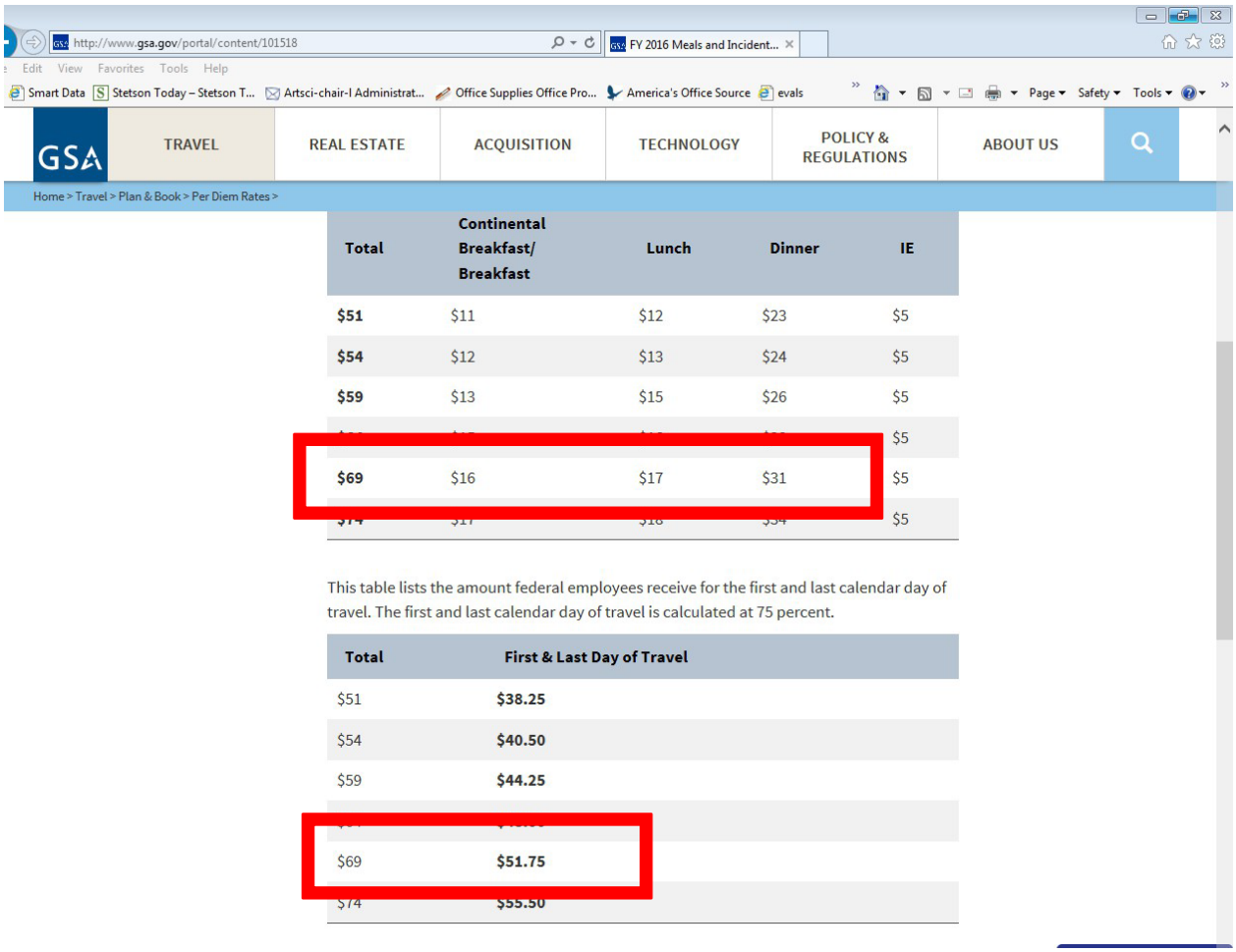


If you entered "Atlanta, Georgia" as your city and state, you will be taken to the page below. Look for the meals and incidental expenses ("M&IE (5)") column on the far right.



Print the page below that is comparable to the one for your location and attach it to your funding and reimbursement requests.

Next, go to the page http://www.gsa.gov/portal/content/101518 to find the per meal rate. Using the example of Atlanta above, the per diem rate for meals and incidental expenses is $69. Because Stetson does not pay incidental expenses ("IE"), you must subtract those expenses from your meal per diem request. Hence, for Atlanta, the allowable reimbursable meal per diem total is $64. The red box below shows the per meal amount for Atlanta's $64 meal per diem total (i.e., excluding incidental expenses). Note that, at the bottom of the page, the amounts allowed for the first and last days of travel are also included, and these are the amounts you should request when requesting funding and reimbursement. Also, **print this page and attach it to your funding and reimbursement requests.**



Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
$51	$11	$12	$23	$5
$54	$12	$13	$24	$5
$59	$13	$15	$26	$5
[illegible]	[illegible]	[illegible]	[illegible]	$5
$69	$16	$17	$31	$5
[illegible]	[illegible]	[illegible]	[illegible]	$5

Total	First & Last Day of Travel
$51	**$38.25**
$54	**$40.50**
$59	**$44.25**
[illegible]	[illegible]
$69	**$51.75**
$74	**$55.50**

For Travel Outside the U.S.:
Visit the U.S. Department of State website at https://aoprals.state.gov/web920/per_diem.asp. Enter the country of your destination.

Using the example of Stockholm, Sweden, according to the red box on the table below for meals and incidental expenses ("M & IE Rate"), the rate is $139.

Foreign Per Diem Rates In U.S. Dollars

Country: SWEDEN
Publication Date: 07/01/2016

Previous Rates: 07/01/2016 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
SWEDEN	Other	01/01	12/31	228	139	367	N/A	07/01/2016
SWEDEN	Stockholm	01/01	12/31	228	139	367	N/A	07/01/2016

Print this page and attach it to your funding and reimbursement requests.

Next, to determine meal per diem rates, go to https://aoprals.state.gov/content.asp?content_id=114&menu_id=78, which provides a chart with rates from $1 to $265. Scroll until you find the amount for your destination. Subtract the amount for "Incidentals" from the "M & IE Rate" total to get the allowable meal per diem total, which, in this case, is $112 ($139 minus $27 for Incidentals = $112 allowable meal per diem total). Use the per meal rates to estimate your meal costs in your requests for funding and reimbursement. **Print this information and attach it to your funding and reimbursement requests.** You only need to include the page with your information, not the whole list.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$139	21	35	56	27