

Assessment Funded Travel Process

All those who wish to request travel funds for assessment related travel must complete the following approval process. Travel not pre-approved for funding will not be approved after the fact. Priority will be given to those who have not yet attended an assessment conference in the past, those presenting, or those who have a specific reason to attend the given conference because of their leadership role in assessment. We will support travel that is partially funded by other sources and encourage individuals to seek additional support. Travel funds will be made available based on the available funds in the budget and the number of requests.

- Funding requests for assessment support for travel must be submitted at least one month in advance of the intended travel.
- The request should include a rationale explaining how the travel benefits assessment at Ferris State University.
- The request should include the completed [Travel Voucher](#) providing an estimation of expenses.
- The request should initially be submitted to the Assessment Coordinator who would forward all approved assessment travel requests to the Associate Vice President of Academic Affairs charged with assessment.
- The initiator should receive an e-mailed confirmation of approval or rejection within two weeks of submission.
- Travel expenses that have not received prior approval will not be funded.
- On return from the assessment related trip, the completed travel voucher should be submitted to the relevant department along with documentation of conference attendance and receipts documenting the costs of the conference, travel, and lodging. The department should follow the process necessary to forward the request for funding to the VPAA office.
- It is the responsibility of those who receive assessment travel funding to submit a report on what they learned from the conference and a brief evaluation of the conference to the Assessment Coordinator.