

Arrupe Center Fellows Program

Professional Development Proposals -- Conferences

Dear HSB Faculty:

This request for proposals contains **program descriptions and guidelines** for attending conferences under Arrupe Center Professional Fellowships. Detailed information regarding travel booking and expenses is provided here for your convenience, with the aim of enhancing your Professional Development experience and ensuring compliance with University policies.

We are pleased to offer a wide variety of opportunities to support your efforts integrating ethics into your teaching and research. Feel free to consult with us before you submit your application. **To apply, please fill out the online application found on our [website](#).**

Sincerely yours,

Arrupe Center Staff

Tim Swift, Interim Director	x1655	tim.swift@sju.edu
Kathy Gordon, Administrative Assistant	x1142	kgordo01@sju.edu

Assistant

Guidelines for Arrupe Center Professional Development Fellowships

1. Potential Arrupe Center Professional Development Fellows submit proposals to Arrupe Center staff to engage in professional development activities. Proposals are evaluated based upon *a*) the degree to which these activities serve to integrate ethics in research, teaching, and/or student learning, *b*) the quality, rigor, and completeness of the proposal, *c*) the complementarity to the applicants' research, teaching, and faculty development plans, and *d*) available funds.
2. Arrupe Center Professional Development Fellowships, in general, comprise attending conferences, seminars, and other developmental programs, as well as participating in the annual, University-wide Ethics Across the Curriculum (EAC) summer seminar. HSB faculty who wish to attend EAC apply to the University Provost's office. Attendance of HSB faculty accepted to the EAC program is funded by the Arrupe Center.

3. Arrupe Professional Development and Teaching Fellowships are available to tenure-track or visiting faculty. In order to be eligible, visiting faculty must have at least three years of continuous employment with the Haub School of Business, and be qualified as a Scholarly Practitioner, Scholarly Academic, Instructional Practitioner or a Practice Academic as defined by the Association to Advance Collegiate Schools of Business (AACSB) Standard 15 (<https://www.aacsb.edu/accreditation/resources/frequentlyasked-questions/faculty-qualifications>).
4. Arrupe Professional Development funding applications will not be accepted from HSB faculty seeking funding to travel to a conference where they will be presenting a paper specifically done as part of an Arrupe Research Fellowship.
5. An Arrupe Center Professional Development (Conferences) is awarded up to \$2,000 in travel funding from the Arrupe Center. In cases where more than one HSB faculty member are co-presenting a paper at a particular conference, each will receive up to \$2,000 in travel funding, unless the paper is the result of work done under an Arrupe Center Research Fellowship.
6. Arrupe Center Professional Development Fellows will maintain this title during any year when they are actively engaged in Center-sponsored research, teaching, and/or professional development activities.
7. We encourage you to attend Arrupe Center campus events, especially throughout the year of your fellowship.
8. Faculty may fulfill a Professional Development Fellowship while engaged in another type of Arrupe Center Fellowship appointment.
9. You are expected to submit to Drs. Tim Swift and David Steingard a one-page report explaining how you will make use in your teaching and research the knowledge gained at this conference. *What, specifically, will you do with what you have learned?* This report is due within one month of your return from the conference and is necessary to complete your Professional Development Fellowship.
10. **After receiving two Professional Development Fellowships for attendance at conferences where the recipient did not present a paper, the Arrupe Center expects evidence of one or more of the following before granting an additional Professional Development Fellowship: A new course with substantial ethics content; a new course module with substantial ethics; a scholarly paper either presented at a conference or submitted to a journal.**

Arrupe Center Professional Development Fellowship Funding

Professional Development funding up to \$2,000 may be issued in the following manner:

Expense	Prepaid by Arrupe Center	When Reimbursed	
		Before Conference	After Conference
Conference registration		X	X
Lodging			X
Transportation- Air, rail	X		
Transportation- Rental car (Includes: gas refill and tolls)			X
Transportation- Personal vehicle (Includes: mileage, gas, parking, tolls)			X
Transportation- Taxis, limos (Includes: tolls)			X
Meals not covered by conference fee			X
Internet charges			X
Tips			X

General Funding Notes

1. Save all your receipts/payment confirmations, agreements, reservation confirmations, and itineraries!
2. The Arrupe Center will not cover travel for spouses and companions.
3. Conference registration is to be paid for by the faculty member and submitted for reimbursement before or after the conference. It is common for faculty members to submit for reimbursement prior to the conference if the conference fee is relatively high.
4. Please track your expenses and save your receipts. The Arrupe Center will review your expenses, formalize an official expense document for you, and contact you to sign the formal document.
5. Submit all receipts/payment confirmations, agreements, reservation confirmations, and itineraries with your travel expense worksheet to Patti Coney in 309 Mandeville.

Travel Policy Information for Arrupe Professional Development Fellows

The Arrupe Center and its Professional Development Fellows must comply with University travel and expense policies; therefore, we are expected to use the convenient and user-friendly Direct Travel online booking tool. Please see the cost-saving tips attached to this RFP.

For ease in arranging your travel, *make sure you have created a complete Direct Travel profile in the online booking tool.* To get started, click on the link below to go to the Direct Travel tool site. Log in with your regular SJU user ID and password.

<https://app2.outtask.com/Default.asp?host=www.vtstravel.com>

To contact Direct Travel: 800-383-1403

To review the SJU Travel Policy: www.sju.edu/resources/travel/travelpolicy.html

Transportation

Air/Rail: Book your air or rail in the SJU Direct Travel booking tool and apply the appropriate Arrupe Center air and rail budget numbers.

Transportation Type	Fund	Organization	Account
Domestic Air	1100	221016	7311
International Air	1100	221016	7313
Rail	1100	221016	7311

Regarding transportation to/from the airport or train station: If using your personal vehicle, then you may claim reimbursement for parking, but not for mileage or gas. If taking a regional rail (e.g., the SEPTA R1), taxi, or limo, then you may claim reimbursement for associated fees and charges.

Rental Car: If you use a rental car, you may reserve the rental car along with your air or rail in the Direct Travel system or on-site at the airport or train station. You may claim reimbursement for gas fill-up upon car return, but not any mileage.

Personal Vehicle: If you drive your personal vehicle to/from the conference, then you may claim reimbursement for mileage, gas, and parking. The current IRS mileage rate is .58 cents per mile.

Lodging : You should reserve your lodging through the conference on your personal credit card and claim reimbursement after your return from the conference.

SJU Travel Office Suggestions for Travel Cost Savings

- 1) Book your trip at least 21 days in advance, but no more than 6 months in advance. Most last minute fares are extremely high in price. On the flip side, many airlines do not have sale fares loaded into the system beyond 6 months. There are exceptions to both rules.
- 2) Do not change your ticket once it has been issued. Change fees range from \$75 - \$250, depending on the airline and the routing. Many times you will be charged the change fee, plus the fare difference between the original ticket and the new ticket.
- 3) Avoid curbside baggage check in. There is an additional charge of \$2.00 per bag when you check your baggage in curbside. Please take the time to walk into the terminal to check your bags.
- 4) Please limit the number of check in bags you have. For most trips under 5 days, it is highly suggested you take just one check in bag. If you are attending a conference, it may cost less to send the materials back to SJU via UPS then to pay for a second piece of check in baggage.
- 5) Make sure your check in baggage does not weigh more than 50 pounds. Should your baggage be just 1 pound over the limit, you will be assessed an excess baggage fee.
- 6) Be flexible with your travel times. Many times if you take a flight within a couple hours of your desired travel time, the fare will go down.
- 7) Southwest Airlines is the only airline not charging fees for baggage, changes, etc. When applicable, please try to use Southwest Airlines. An example would be travel to Chicago. You can fly into Chicago Midway Airport on Southwest Airlines.
- 8) Rent a smaller car. Compact cars are less expensive and more fuel-efficient. Remember Avis is the preferred car rental vendor for SJU. Many times, there are savings certificates that we can share with travelers to reduce the cost of their rental. These coupons will be sent via interoffice mail with the travel itinerary.
- 9) Return your rental car with the same amount of fuel as when you received the car. Car rental companies charge exorbitant fees for refueling vehicles.
- 10) Assess if you must have a car rental for your trip. Many times, rentals are only used for getting to/from the hotel. Using an airport shuttle and avoiding parking fees, etc may be the least expensive option.
- 11) If you are visiting a large city such as New York or Washington, DC, stay in the suburbs 15 – 20 minutes away. Many times the hotel cost per night can be reduced up to half.
- 12) Please use the online booking tool SAP Concur for all individual reservations. The lowest transaction fees are for those reservations made using the booking tool. Training sessions are regularly held for the booking tool and the training manual is posted on the travel website.

Direct Travel - 800.383.1403 or SAP

Concur - Online Booking Tool

<https://www.concursolutions.com/>

