

University Libraries

Travel & Education Funding Guidelines

The following will help you determine which primary funding source is best suited for your request. Not all funding is required to come from a single source.

Departmental

- Provides funding of travel, training, professional development, or education that is necessary for the individual to perform his/her job.
- Provides funding for events or training that the individual is required to attend due to his/her job description or by instruction by his/her direct supervisor.

Library Faculty Association (TREC)

- Awards funding of travel—not otherwise funded by one's department—to library faculty for the purpose of professional development. Specifically, TREC will consider requests for approved travel that is not required by one's department as necessary to the ongoing performance of an individual's job.
- Appropriate requests are funded at a level, by percentage that is based on the individual's annual salary. Current levels may be viewed at the LFA Scholar site. See: <https://scholar.vt.edu/portal/site/7b3eb947-9573-47c7-8913-3b4be01ec1cb> under Resources --> TREC Committee & Documents.
- In any given year, a cap on levels of spending per individual may be imposed.
- TREC will also consider funding proposals for specific research projects by faculty. Each year, TREC may set aside up to 10% of the annual TREC budget to support the research goals of the library faculty.

Library Staff Association

- Awards funding of travel to library staff and wage for the purpose of professional development, training, or education that is not funded by the individual's department, and is directly related to the individual's current job or the development of new skills that will help the individual grow as an employee.
- Appropriate requests are funded at 100% and will cover program or registration fees, travel costs, and per diems (hotel, food, etc.). Employees will not be asked to pay anything out-of-pocket, if at all possible.
- Membership fees are **not** paid.
- Has a fiscal year cap on individuals in the amount of \$1,500.

Library Education & Development

- Awards funding for local and/or online classes, training courses, professional development, or education, such as a UOPD class, or for any event that is deemed a cross-departmental library-wide event, such as a webinar.
- Awards funding to cover certification testing – for example an individual is instructed by his/her supervisor to take a class that is paid for by the department and certification is available but not required by the supervisor, then the certification could be covered through LED.
- Travel costs or per diems (hotel, food, etc.) are **not** paid, however conference registrations may be paid through this source, if funding is available.
- Fiscal year cap on individuals in the amount of \$400. (This amount might be less during years in which there is In-Service)
 - Requests are not guaranteed funding.
 - Preference will go to events that benefit multiple recipients.

Other

- Funding that is provided due to a grant, professional development funds, or other special option established by the library.