



HAUB SCHOOL OF BUSINESS

PEDRO ARRUIPE CENTER FOR BUSINESS ETHICS

SAINT JOSEPH'S UNIVERSITY

SPIRIT ♦ INTELLECT ♦ PURPOSE

www.sju.edu/arrupe/ ♦ Phone: 610.660.1142

## *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.

|  |       |                  |
|--|-------|------------------|
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| David Steingard, Assistant Director              | x3231 | steingar@sju.edu |
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### **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. Only full-time, tenure-track HSB faculty may apply for an Arrupe Center Professional Development (Conference) Fellowship. Applications are to be submitted prior to the conference, with one application per faculty member, per conference.
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 copresenting a paper at a particular conference, each will receive up to \$2,000 in travel funding, unless the paper is the result work done under an Arrupe Center Research Fellowship.
6. Arrupe Center Professional Development Fellowship proposals for conference attendance are reviewed by a committee comprised of Arrupe Center staff and select Arrupe Fellows (past participants).
7. 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.
8. We encourage you to attend Arrupe Center campus events, especially our annual spring achievement reception.
9. Faculty may fulfill a Professional Development Fellowship while engaged in another type of Arrupe Center Fellow appointment.
10. You are expected to submit to Drs. John McCall 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.

## 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<br>(Includes: gas refill and tolls)               |                          |                   | X                |
| Transportation- Personal vehicle<br>(Includes: mileage, gas, parking, tolls) |                          |                   | X                |
| Transportation- Taxis, limos<br>(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 on the travel expense form provided by the SJU Travel office at <http://www.sju.edu/resources/travel/travellinks.html>. This will serve as an informal worksheet. 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 Lisa Nelson 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 SJU Travel: Darlene Meely (x1316 or [travel@sju.edu](mailto:travel@sju.edu))

To review the SJU Travel Policy: [www.sju.edu/resources/travel/travelpolicy.html](http://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        | 2393 | 221016       | 8303    |
| International Air   | 2393 | 221016       | 8305    |
| Rail                | 2393 | 221016       | 8307    |

***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. Between July 1, 2008, and December 31, 2008, the IRS mileage rate is 58.5 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.

# Professional Development Application Form Instructions

5

Please submit the online application at

<http://www.sju.edu/academics/centers/arrupe/fellowsprograms.html>

Please be specific; your answers may be as lengthy as you need. Feel free to attach any supporting material relevant to your proposed work.

## **A Reminder: Fulfilling Your Fellowship**

Within a month of your return, you will be expected to submit to Drs. John McCall 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?*

8/13/2008

## **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 for all individual reservations. Transaction fees are assessed by the travel agency for every reservation. 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 at [www.sju.edu/travel](http://www.sju.edu/travel).

**Darlene Meely, Travel Manager**  
**610.660.1316**  
**travel@sju.edu**