The University Senate Faculty and Personnel Affairs Committee is conducting an informal survey of faculty experience with the TABER process by which faculty are reimbursed for professional expenses they incur related to their research and scholarly work (e.g. travel, meals, books, computer software).

To assist us in this effort please answer the following questions and return the completed form to the member of your department or unit who distributed the survey to you.

1. In the last two years how often have you submitted a reimbursement request using the TABER process?
   
   ______ not at all
   ______ once or twice
   ______ 3 to 5 times
   ______ more than 5 times

2. Using the scale below how satisfied are you overall with the TABER process (circle your answer)?

   1  2  3  4  5  6  7
   Not very satisfied  Very satisfied

3. If you have had unsatisfactory experience(s) with the TABER process within the last two years, please select all that apply:

   ______ amount and nature of required documentation
   ______ dissatisfaction with paying for expenses up front
   ______ length of time before reimbursement is received
   ______ length of time before being notified that there was a problem with your submission
   ______ inappropriate intrusion into your academic judgment
   ______ lack of clear instructions
   ______ unsure of where to go for help or answers to questions
   ______ other (please explain on page 2)
Additional comments:

4. As time permits, may we contact you for additional details about any adverse experiences? Please provide your name and an e-mail address.

Name: ____________________________________________

E-mail: __________________________________________

Thank you!