

Academic Travel Policy

Full-time faculty may apply to their deans for travel funds in support of the following:

- 1) Conference attendance—to attend conferences and meetings
 - i) which relate to a faculty member's teaching, research, or university service, or to the college's curriculum AND
 - ii) at which faculty will deliver academic papers, present posters, or participate in panels and workshops

- 2) To conduct research leading to publication

A dean's ability to offer financial support for academic travel is limited by the availability of funds and the number of faculty requests.

Eligible travel expenses may include conference registration fees, transportation, lodging, and meals.

Faculty may apply for travel support from their deans for up to two trips per year. Requests by tenure-track faculty receive priority consideration in order to support their research productivity.

Faculty should normally apply for funding at the start of each academic year for conferences that take place in both semesters and in the summer. Deans will then be able to distribute the funding equitably. However, applications received during the academic year may also be considered if travel funding permits.

Gifts made to the colleges or schools for faculty development are disbursed at the discretion of the dean, so this policy does not apply to travel funding stemming from these gifts.

University guidelines for travel apply (for example, the maximum amount reimbursement per meal, purchasing the least expensive economy ticket available, maximum nightly rate for hotel of a certain type, car rental vs. cabs, etc.). Since these policies may be revised by the finance office, faculty should check current policies before they begin each trip.

If a college or school has exhausted funding for travel by its faculty, the dean may present the case to the provost. The provost retains a small fund for faculty travel that deans are unable to fund.

One month after travel is completed, the faculty member must provide the dean with any papers or remarks that are relevant.

Effective November 2016