

# Chapter 9

## Travel

## Travel Policy

### **College Travel Policy**

also see <http://www.uwsa.edu/fadmin/travel.htm>

Faculty and full-time continuing academic staff, as well as one-year-only academic staff members who are .75 FTE or more, are eligible for College travel funds. Prior approval of travel funding is not required if participating in a professional conference, exhibit, performance, etc. (You should, however, submit the Travel and Absence Request Form that your Department utilizes to your department chair/program director at least two weeks before your departure and receive approval of the arrangements that you have made for the coverage of your assigned teaching obligations.) Participation is defined as follows:

- Presenting a paper or artistic work at a national, regional, or state meeting  
Note: For co-authored papers, in general, only one faculty or academic staff member may receive travel funds for each co-authored paper presented.
- Serving as a panelist/discussant/responder on a program
- Chairing a session for which you have arranged the program and selected the participants
- Attending a meeting in the capacity of major officer, i.e., member of the executive board
- Attending an administrative conference in your capacity as department administrator, i.e., as Chair of the Department of Music you attend the National Association of Schools of Music meeting.

*If travel does not fall into one of the above categories, individuals should discuss reimbursement with their Associate Dean in advance.*

- **Travel funds are not available from the College if attending a professional meeting but not participating.**
- **Travel funds are not available to reimburse an individual for expenses that are also being paid by another agency.**
- **Available Funds:** A total of \$1,200 per person is available for eligible travel.
- **Warning:** Transportation expenses and hotel bills are to be charged against the University's corporate travel card or travel procurement card.
- Fleet vehicle charges are part of the total cost of the funded travel.
- One-semester-only and part-time one-year-only academic staff members and faculty members with "**Past Due**" University-funded projects are not eligible for travel funds from the College. Travel that occurred while a faculty or staff member was in "Past Due" status will not be reimbursed, even if the travel reimbursement is requested after the individual has been removed from "Past Due" status.
- At their discretion, departments may use **departmental** resources to support non-participating travel and travel expenses beyond the \$1,200 per person allocation.
- Reimbursement for all travel completed by June 15 must be claimed before the end of the fiscal year (June 30). Travel Expense Reports with **receipts and conference participation** verification are required for reimbursement.

Individuals, planning to attend a professional meeting in any capacity other than those noted above and who wish to receive reimbursement, should first check with

the appropriate Associate Dean. The Associate Dean may request information regarding the activity or the type of conference to be attended.

### **International Travel**

Any faculty or academic staff member with an appointment of at least .75 FTE is eligible for additional travel funding of up to \$1,000 when participating in an international conference. An international conference is one taking place outside of North America, here defined as the United States, Canada, and Mexico. Funding eligibility is once every third year. These additional funds will include up to \$500 from the Provost's Office and up to \$500 from the College. This support is in addition to the normal annual travel allocation that the College provides.

- 1 October 2008 -

### **Interdisciplinary Travel Initiative**

ITI is intended specifically for people who wish to attend a conference or other professional activity outside their area of expertise. It is not intended for people with established expertise in interdisciplinary studies or in the field covered by the conference. For this reason, these grants are not intended for those who will be presenting papers at a conference (who presumably already have expertise in the field), but they may be given to people who are attending a conference outside their field in order to learn in ways that enrich their teaching and/or scholarly and artistic work in an interdisciplinary area.

#### **Guidelines are as follows:**

1. Individual grants (for travel only) up to \$500 in any academic year. These are in addition to and separate from other departmental, college, and university grants.
2. Previously demonstrated interest/involvement in interdisciplinary studies is required.
3. Program will start on a trial basis immediately, but will not be applied retroactively.
4. Proposals must include a short justification (perhaps one paragraph as per the terms outlined above).
5. A response to proposals will generally be provided within a week of their delivery to the Dean's Office.

*Approved by the COLS Faculty Committee, 11 September, 2002*