

Chapter 9: College Travel Policy

Overview: 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. A total of \$1200 per year is made available per eligible faculty or academic staff member. The state government requires an out of [state travel approval form](#) be filed prior to travel for reimbursement. The “corporate credit card” should be used to book flights and hotels. The approved on-line portal should also be used to secure flights in order to ensure reimbursement. The \$1200 may be divided up among multiple conferences. In no case can travel funds be used to reimburse an individual for expenses that are also being paid by another agency. Departments may make additional travel policies, requiring coverage of assigned teaching obligations, for instance.

Participation is defined as follows:

1. Presentation of research or artistic work at a national, regional or state meeting,
2. Serving as a panelist/discussant/responder on a program,
3. Chairing a session for which you have arranged the program and selected the participants,
4. Attending a meeting in the capacity of major officer, i.e., member of the executive board,
5. 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.

System Policies: Guidelines for travel within the state system can be found at <http://www.uwsa.edu/fadmin/travel.htm>

Reimbursement: Travel Expense Reports with all necessary receipts and conference participation verification are required for reimbursement. Refer to University travel page for current per diem rates. For ease of reimbursement, all travel completed by June 15 should be claimed before the end of the fiscal year (June 30). Individuals planning to attend a professional meeting in any capacity other than those noted above and who wish to receive reimbursement, may inquire about the availability of funding from the appropriate Associate Dean. The Associate Dean may request information regarding the activity or the type of conference to be attended. Please note that fleet vehicle charges are part of the total cost of the funded travel.

Additional Funding: Securing funding for conference travel from outside the College is encouraged. Any outside funding obtained will not affect the availability of the \$1200. Travel funds are generally not available for those who do not participate in a conference as outlined above, nor for those who fall outside the guidelines established in the first paragraph. However, departments may use their discretionary funds to aid individuals who

fall outside of this policy or may supplement the \$1200 allocation for those eligible for it.

International Conference Travel Policy: 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 a conference outside of North America, which gathers international attendees. Funding eligibility is once every two years. 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.

Interdisciplinary Travel Initiative: ITI is intended for people who wish to attend a conference or other professional activity outside their immediate area of expertise. It is not intended for people with established expertise in interdisciplinary studies or in the field covered by the conference. These grants are not intended for those who will be presenting papers at a conference, but who are attending a conference outside their field to enrich their teaching and/or scholarly and artistic work. Individual grants of \$500 are typically available. Inquiries should be made through the appropriate Associate Dean.

Approved by COLS Faculty Committee December 2013