

FACULTY – STAFF TRAVEL

Responsible administrator: Dean

Last updated/reviewed: 8/12/2019

Faculty and staff travel is essential for the viability of our School's programs. It is the intent that if faculty/staff are funded through intramural funds they should be actively participating in the meeting (e.g., presenting a paper/poster, serving on a panel, major role as elected/appointed officer, and/or representing HSOP versus strictly attending). Travel is also a major expenditure in the School's budget.

In an effort to manage our travel costs, reimbursement is based on actual costs up to the maximum allowed per University policy for both in-state and out of state travel. Reimbursement requests for travel and related expenses must be accompanied by itemized receipts. While at meetings, attendees are asked to use meals that are included in the registration fee. Reimbursement will not be allowed for meals at times when such an event is occurring (e.g, reimbursement for an evening meal will not be allowed on the evening when an AACP sponsored meal is held). Faculty/staff are expected to participate for the duration for the meeting pertinent to the employee's participation. Expenses for personal time during the meeting will not be reimbursed and annual leave should be requested. All other aspects of reimbursement will follow the established University policies. Departmental policies may further restrict how funds may be utilized.

When submitting a request for authority to travel, a meeting agenda must be attached before the Department Head/Dean can sign. If airline reservations are required, please submit planned flight arrangements. If travel occurs before/after the dates on the agenda, when not in transit, the employee is expected to be at work. If extra time is taken before/after the meeting, this must be taken as annual leave. Annual leave may only be taken when it has accrued prior to the time of travel.