

Travel Guidelines

TAMU-CC College of Education and Human Development
(Last revised July 1, 2020)

Faculty travel is encouraged for tenured and tenure-track faculty. As part of the annual budgeting cycle, department chairs are allocated a travel allowance for each of the departmental faculty members. The travel allowance may fluctuate from year to year and is currently FY2019 @ \$1,300/departmental faculty member. Clinical faculty members are also eligible for travel funds; however, they are dependent upon availability.

The amount of reimbursement is established annually depending on the availability of funds. Travel is limited to the following guidelines:

- All travel requests must be submitted to the department chair, who will then submit the Academic Conference Travel Approval Form to the Dean.
- Presentations at national conferences are encouraged; each trip is funded up to a designated amount of actual cost (university policy applies), as approved by the Dean.
- Presentations at local and regional conferences are encouraged but not to the extent of national conferences. Maximum allowance on these trips is a designated amount, as approved by the Dean.
- Normally only one faculty member will be approved for funding to attend a conference and present the paper where there are multiple co-authors from the college.
- Faculty members who participate in a conference as important committee members are subject to the same privileges under the first two conditions addressed above.
- Faculty members are generally allowed to use their travel allowance to receive professional development.

Supplemental Travel Funding Opportunities

Exceptions to these guidelines are handled by the Dean on a case-by-case basis. One such exception is when a faculty members' presence/representation is important for college business or initiative. In such cases the Dean may provide funding from a separate source to support faculty travel.

Faculty members are issued debit cards by TAMUCC that can have the travel funds placed in the account prior to travel upon approval by the Dean. All expenses for the trip are to be submitted electronically through the TAMU Concur website, which is submitted by the TAMUCC representative.

International travel requires additional approvals. For more information about international travel policies, contact the Dean's Office.