

## II.L

### TRAVEL RULES

(May 4, 2001, July 22, 2002, Revised August 13, 2012,  
October 23, 2002, October 2008, August 2012; January 2013; April 2016, December 2023m,  
January 12, 2024ah, January 31, 2024ah)

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The College of Liberal Arts encourages all faculty to be professionally active. To further that end, the College provides funds to support professional travel. Because funds are limited, it is necessary to establish guidelines to allocate the budget fairly. Travel policy is determined by the Dean, in consultation with the Chairs and Associate Dean.

Within limits of the budget, the College will pay approved expenses up to the maximum allowance, stipulated by the Dean, per year for each tenured or tenure-track faculty member. Trips must involve active participation at the conference, including, but not limited to the presentation of a paper, and/or other professional presentation or participation as an officer.) The entire allowance may be spent on one trip. Trip costs in excess of the maximum allowance are the faculty member's responsibility.

When budget allows, professional-track faculty will be allocated a maximum amount, set by the Dean, toward travel for professional development. Like tenured and tenure-track faculty, professional-track faculty may use the full allocation towards professional development, such as attending or presenting at a conference.

The procedures for faculty travel are as follows:

1. As soon as you are aware that you will be traveling, work with your Administrative Assistant to submit a "Draft Travel Form" to your Department Chair. Submit one form for each trip you plan to make during the fiscal year. Once your chair has approved your form, your department admin will enter this information into Concur as a Travel Request. This step is important to earmark funds for your travel later on. The Business Office will not approve a request unless the appropriate chair approval form has been uploaded in Concur with your Department Chair's signature. When your request has completely routed and been approved, you can then commence purchasing services for your travel.
2. To help you in estimating your expenses, maximum allowances for meals and lodging please work with your department administrative assistant.
3. Once you have returned from your travel, work with your administrative assistant to complete your expense report in Concur within two weeks of your return.

All travel, even when funded entirely by an external source, must be entered in Concur and approved by the Department Chair. If your trip will be funded wholly or in part from a source other than our college faculty travel budget, such as a grant or internal endowment, be sure to include an account number and indicate the amount covered by your outside funding source.

Please note that international travel requires additional signatures and must be started at least eight weeks before the travel date.