

TRAVEL RULES
(Revised April 2016)

The School of Arts, Media, and Communication encourages all faculty to be professionally active. To further that end, the School 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 Director, in consultation with the Chairs and Associate Dean.

Within limits of the budget, the School will pay approved expenses for up to two professional trips each year, up to a maximum of \$1100.00¹ per year for each tenured or tenure-track faculty member. (Trips must involve the presentation of a paper, and/or other professional presentation or participation as an officer.) The entire \$1100.00 may be spent on one trip. Trip costs in excess of the above limits are the faculty member's responsibility.

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 an "Authorization Request" through our online travel system, Concur, and your Department Chair. Submit one "AR" for each trip you plan to make during the school year. This step is important to earmark funds for your travel later on. The Business Office will not approve an AR unless the appropriate chair approval form has been uploaded in Concur with your Department Chair's signature. When your AR has been completely routed and approved, you can then commence purchasing services for your travel.
2. To help you in estimating your expenses, maximum allowances for meals and lodging can be found at <http://purchasing.tamucc.edu/travel/rules%20and%20regulations.html> . Check the website for allowance rates for travel in and outside Texas.
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, be sure to include an account number. Also, indicate the amount covered by your outside funding source.

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

¹ Depending on budgetary issues, travel allowances may be subject to change by the Director.