

II.K.

TRAVEL RULES

(Revised April 2016; August 21, 2025)

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 Director.

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 departmental Administrative Associate to submit an "Authorization Request" through your Department Chair. Submit one "AR" for each trip you plan to make during the fiscal year. This step is important to earmark funds for your anticipated travel. The Business Office will not approve an AR unless the form has been completed 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 the TAMUCC Travel webpage (<https://www.tamucc.edu/finance-and-administration/financial-services/disbursements-travel-services/travel/index.php>). Check the website for allowance rates for travel in and outside Texas.
3. Within two weeks of your return from your trip, work with your administrative associate to complete your expense report in the official University expense tracking system.

All travel, even when funded entirely by an external source and/or no university funding is requested, must be entered in the official University expense tracking system and approved by the Department Chair. If your trip will be funded wholly or in part from a source other than our school 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.