



## Faculty Travel Policies & Procedures 2022–2023

### AUTHORIZATION

CAS Faculty should complete an out-of-town or in-town travel authorization request form for any trip involving university business or scholarly work, regardless of whether or not reimbursement is sought. This is to ensure coverage of faculty by our insurance plan during any trips and that the department chair and dean are aware of all work-related travel activities. Faculty do not need to complete an authorization form for a personal trip, nor should they expect insurance coverage for one. However, faculty are expected to obtain their department chair's permission for any absences from work or cancelled classes.

### FUNDING

CAS faculty who are on an annual contract can request funding to offset the costs of travel. Authorized trips for which funding is requested must involve attendance or participation at an academic conference, symposium, or other appropriate academic professional development opportunity. The maximum amount of available funding differs based on the type of participation:

#### *Scholarly Presentation Funding*

Travel expenses up to \$1,100 per year may be reimbursed to a faculty member presenting a paper, poster or other scholarly work at a regional or national meeting.

#### *Professional Development Funding*

Travel expenses of up to \$550 per academic year may be reimbursed to a faculty member who attends a regional or national meeting in any capacity (e.g. as a regional or national officer of the sponsoring organization, or as a discussant, responder, session chair, panelist, or, simply, attendee). This funding may also be used to augment Scholarly Presentation funding. Faculty members were previously able to accrue this funding over multiple years; however, that option is no longer possible due to budget constraints.

### DOCUMENTATION

Faculty requesting Scholarly Presentation Funding should include with their travel requests a copy of the conference program, a letter of acceptance or invitation, or similar information that confirms that they are presenting. If documentation is not yet available (e.g., presentation is still under review), faculty are still encouraged to apply for funding right away and may later provide the needed documentation. However, documentation must be submitted prior to the trip to guarantee reimbursement from Scholarly Presentation funding.

Faculty requesting Professional Development funding should include with their travel requests a copy of the conference program or similar information that confirms that they are attending a professional development opportunity.

## ADDITIONAL TRIPS

Faculty may split travel funding between multiple trips. They should submit requests and documentation for each trip. The annual limit for scholarly presentation funding is \$1,100, regardless of whether it is spent on one trip or split between multiple trips. The annual limit for professional development funding is \$550, regardless of whether it is spent on one trip or split between multiple trips.

## PROCEDURES

At the beginning of the Fall semester, the Interim Assistant Dean of CAS will announce a deadline for travel funding requests. Complete either [the Out-Of-Town Travel Authorization Form](#) or [In-Town Travel Authorization Form](#), have it signed by your department chair, and submit it to Toni Lewis in the CAS Dean's Office. Complete all sections of the form, including destination and description of the travel activities. Include appropriate documentation (see above), if you have it available. After the travel request has been approved at all levels, a copy of the signed and completed form will be emailed to you.

**Due to budget limitations this year, we cannot guarantee that funding for travel will be available once the announced deadline has passed. All requests for travel reimbursement must be approved before a trip is taken and appropriate documentation must be provided.**

If you would like to use professional development funding to augment Scholarly Presentation funding, there is no need to submit two requests. Instead, let the Deans Office know how much of your available Professional Development funding you would like to apply toward your Scholarly Presentation travel request.

During your trip(s), keep all receipts and other relevant documentation for items that require reimbursement. The following are authorized expenses and may be reimbursed. Please consult the travel section of [WUPRPM](#) for additional details and limitations regarding each of these expenses:

- AIRFARE
- LODGING
- AUTO MILEAGE
- AUTO RENTAL
- MEALS (Always obtain itemized receipts – alcohol costs cannot be reimbursed. See [WUPRPM](#) for more information.)
- TOLLS, TAXIS & PARKING (See [WUPRPM](#) for more information on daily limits for parking)
- CONFERENCE FEES

Please note that the university will reimburse either airfare or auto mileage to a destination, depending on which value is lower. Reimbursement for meals must be for the faculty member only, not family or friends, and are subject to a daily cap.

Within 30 days of your return, complete a [Travel Expense Report Form](#) and submit it to Toni Lewis in the CAS Dean's Office. Include any and all receipts and documentation with the form. After the expenses have been approved at all levels, a copy of the signed and completed form will be delivered to you and you will receive your reimbursement by the same means that you receive your pay (e.g., direct deposit).

## **CANCELLED/CHANGED TRIPS**

If you choose to cancel a pending, approved trip, please inform Toni Lewis in the CAS Dean's Office. If you wish to use your funds to attend a different conference, or if the nature of your participation at a conference changes, you must submit a new travel request form and we will cancel the old request.