

College of Arts & Sciences Travel Policy

FY 2008-2009

This policy provides guidance in allocating scarce resources in support of travel by faculty, staff, and students within the College. It identifies a set of expectations regarding travel, whether supported by a department or the College and establishes a procedure by which faculty and students may apply for travel support beyond that available through the departments. In order to ensure equity across the College, all travel funded through a department should be guided by the following set of expectations:

- Faculty travel should be supported where it benefits the faculty member, the department, the College and/or the University; the benefits should be articulated in terms of institutional mission, and, ultimately, of student learning.
- In general, a single faculty member should not be given support for a second event until all faculty members have had the opportunity to apply for support to attend at least one event.
- All faculty (tenured, tenure-eligible, temporary, part time) will have equal access to the funding process.
- Some process should exist for students to apply for travel support, however much or little the department expects to prioritize and fund student travel (see separate section on student travel, below).
- Receipting procedures, and expenses to be covered (meals, parking, registration fees) will be standardized for all travelers within a department.
- No travel will be reimbursed if a “request to be absent from campus” form has not been signed by the Department chair or designee *prior* to the traveler’s departure.
- Original receipts must be attached to the expense reports. Motel or hotel receipts should include the address, name of guest, number of rooms, persons per room, the rates, and the date.
- Receipts for meals (over \$10) must include the name of the restaurant, address, date, cost, and the number of meals included. If the meal is for more than one person, names must be included.
- Apart from receipted fares, transportation costs will be based on the university rate (presently .475 per mile) except when a university vehicle is available.
- Expenditures for alcoholic beverages of any kind are not reimbursable.

Faculty Travel: Departmental Level

Each department will receive \$1000 per FTE to fund faculty and student travel, in addition to amounts budgeted for travel that is a predictable part of normal operations (e.g., the equestrian team, forensics, ensembles). This is not an allowance of \$1000 intended for each individual faculty member to spend as s/he wishes, but simply a funding formula. The intention is that each faculty member should have the opportunity to attend at least one professional event per year with institutional support, though they may be expected to bear some of the cost. However, the departments and chairs will enjoy considerable

autonomy in how they distribute this support according to their own needs, within the expectations presented above. For example, departments should consider whether they wish to prioritize participation over attendance or national over regional events.¹

Chairs should seek help from secretaries in determining the cheapest form of transportation suitable to the situation. For example, university vehicles are generally cheaper than Enterprise rentals, which are in turn typically cheaper than private vehicles (though daily vs. mileage charges or parking fees may affect the computation); multiple faculty members attending the same event should be encouraged to carpool.

A copy of the University *Business Travel Expense Policy* is available on the Truman State University web page <http://businessoffice.truman.edu/ap/travel/index.asp>. Consult this policy before making any travel plans. Questions concerning the University Policies should be directed to the Accounts Payable supervisor at 785-4157.

Student Travel: Departmental Level

As the perceived need for student travel varies by discipline, each department will make its own decisions and draft its own procedures for supporting student travel. Departments are encouraged to consider the ways in which students might participate in opportunities to present the results of research or creative work, to engage in research, to profit from networking opportunities, or to represent the University in favorable ways, as faculty do when they travel.

Some process for students to apply for travel support, even on a “funds available” basis (with no funds set aside) must exist. The department should make regular provision for student travel that is foreseeable as a normal part of educational activity (for example, ensemble travel, or participation of students in discipline specific gatherings – for example, research conferences and honor society meetings). The expectations specified above for faculty travel shall apply.

College Travel Funding Request

The College budget includes a limited amount of money to support travel of faculty and students that exceeds amounts or purposes envisioned for departments, including opportunities which arise after the traveler has committed or exhausted her/his departmental allowance. The following procedure has been established for evaluating funding requests at the College level. In what follows, the traveler is assumed to be a faculty member, but the same policies will apply to students or staff members traveling on behalf of the College and/or the University.

The faculty member applies first for support from the department, and the department chair determines whether the purposes of the travel in question are most appropriately covered by department funds. This would normally include travel by faculty members and students primarily for purposes relating to the discipline.

College level funding is not intended primarily as a supplement to departmental resources, though it may be used to address late-arising opportunities that departmental reserves cannot meet. These funds are awarded preferentially to travel that supports such trans-departmental efforts as interdisciplinary work, student development, assessment, service learning, and so forth. If the travel relates primarily to endeavors larger than the department, the faculty member should prepare a College Travel Funding Request, which must be approved and endorsed by the faculty member’s chair and then forwarded to the

Dean of the College of Arts & Sciences or dean's designee. The endorsement signifies that the chair has discussed the request with the faculty member, and believes it to be of merit; the chair also indicates the amount to be contributed by the department. The request may be for full or partial funding, to be supplemented by the traveler's department, the traveler, or both. The College will not consider a request without a chair's endorsement.

The Dean (or designee) will convene and chair a committee which reviews and ranks proposals. The committee will be summoned as needed, and will include three members. The membership of a given committee will remain confidential, known only to themselves and the Dean or designee.

For travel occurring July 1, 2008-December 31, 2008, submission of requests must occur by Friday, September 12, 2008.

For travel occurring January 1, 2009-June 30, 2009, submission of requests must occur by Tuesday, November 25, 2008.