

# College of Humanities and Social Sciences

## Faculty Travel Policy for 2009 – 2010

**Travel is for official university business and is contingent upon the availability of funds. Full-time, permanent faculty may request travel funds up to for the following:**

**1. Scholarly Presentations: (maximum \$2,000 per faculty member)**

Travel funds are allocated on an equitable, per capita basis to each department.

Travel funds to attend professional conferences may be requested if one or more of the following conditions are met:

- a. The faculty member is a presenter, panel chair, and his/her name appears on the official conference program
- b. The faculty member is a panel chair, moderator, round table participant and/ or a discussant at a professional conference.
- c. The faculty member is an officer, (e.g., president, vice-president, or program chair) in a professional association that is holding a conference

A copy of the pages of the conference program listing the faculty member's name and paper title, or a copy of the letter/email formally accepting the paper for a conference presentation, must be submitted with the Request for Authority to Travel form. Within these guidelines, departments are free to decide on their own travel priorities.

**2. Professional Development: (\$1,250 for the year)**

A faculty development fund has been established in the HSS Dean's office for requests that fall outside the requirements for scholarly travel. Some examples include meetings with a publisher/editor regarding a book contract, conducting preliminary interviews as part of a search committee, participating in a workshop or other justifiable, well-documented professional activities. In these instances, faculty members should complete the Faculty Development form with written justification, a Request for Travel form, and **obtain approval** from **their Chair and the HSS Dean** at least fifteen (15) days prior to the trip.

**3. Procedures for requesting funding for travel and reimbursement**

- a. Faculty members must submit a Request for Travel form and obtain necessary approvals for all travel at least fifteen (15) days prior to the trip. A copy of the approved request will be returned to the faculty member. Faculty members who do not obtain prior approval for travel will not be reimbursed.
- b. Faculty members must submit travel expense statements within 15 days of completion of their travel or they will not be reimbursed.
- c. Travel reimbursements will not exceed the amount encumbered.
- d. A complete copy of the statewide travel policy can be found at: <http://sao.georgia.gov> or The BOR University System of GA at: [http://www.usg.edu/fiscal\\_affairs/bmp\\_acct/](http://www.usg.edu/fiscal_affairs/bmp_acct/)

\*Those holding externally funded grants may be able to use those funds to complement HSS travel funds. Expenditures exceeding these figures will not be funded by HSS.