

College of Liberal Arts Travel Support Policy

The College of Liberal Arts provides travel funding for the purpose of faculty development. Additional travel support may be available from other university sources, such as departments, the VPR, GSA, etc.

Eligibility

Any full-time, continuing faculty member in the college is eligible to receive travel support from the dean for one trip per year, provided that he or she is participating, presenting, performing or exhibiting in a professional venue. The Travel Support Program does not fund mere conference attendance. Faculty members on sabbatical or faculty development leave are also eligible for travel support.

Travel funds from the college are awarded as follows, budget permitting:

- A maximum of \$600 for domestic travel is available each fiscal year (July 1 – June 30).
- A maximum of \$900 for international travel is available each fiscal year (July 1 –June 30).
- Funds may be used to pay for transportation costs, conference registration fees, per diem, and lodging.
- Travel expenses for meetings in support of professional service (e.g., as an officer in a professional association, as a chair or discussant at a professional conference, as an editor for a professional journal) can be funded, but only to a maximum of 50% of the limits established under the travel support policy for travel in support of research and creative activity.

Travel Requests – **All** Travel Requests must have Dean's approval.

- Travel Requests must be submitted **and approved** 10 days prior to **leaving** for an out-of-state trip.
- "Purpose of Trip" should describe the professional venue and nature of the activity and include any additional information that supports the trip.
- Department assistants need to be sure to complete the accounting information section identifying **account numbers** from which funds are being requested, the **division name** providing the funds [such as CLA, VPR, PROVOST, GSA, etc], and the **amount** being requested. It is **imperative** that travel funds be available in the account from which they are being requested – check object code 20 to ensure travel funds are available or object code 30 to ensure registration funds are available **prior** to forwarding to the dean's office for approval.

Routing travel requests:

A travel request is initiated by a faculty member and requires his/her signature. It is then routed as follows:

1. Department Chair or Supervisor
2. Dean's Office – The travel request is then forwarded to other Divisions for necessary signatures, and finally sent to Travel (Sherry Patterson) for processing.

Travel Expense Claims

Travel expense claims must be filed within 10 business days after returning from the trip.

Travel Claims may be forwarded **directly** to Travel (with department chair's signature) with the following exceptions:

- Travel claims for a department chair or faculty member directly supervised by Dean Hardy requires the dean's signature/approval.
- Reimbursement for host expenses on a travel claim requires the dean's signature/approval.
- When funds are being requested from the dean, the travel claim requires the dean's signature/approval.

RECORDKEEPING

- Departments must retain copies of travel requests and claims for a period of 3 years.

Note: An informative web site specifically citing the University Travel Policy can be accessed at www.vpaf.unr.edu/controller/travel. Travel requests and claims can be downloaded in Excel format from the FORMS directory.

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