

AUTHORIZED CAHSS TRAVEL POLICY UNIVERSITY TRAVEL POLICY COMPLIANCE

The intent of the College is for this policy to comply with the provisions of Appendix W of the HSU Faculty Handbook and CSU travel policies.

1. SOURCES OF TRAVEL FUNDS

The College of Arts, Humanities & Social Sciences may provide funds for authorized travel from the General Fund from the Office for Academic Affairs.

The College may have funding available from additional sources, such as President's Travel funds or lottery funds (if available and appropriate).

The College and individual Departments and Programs may also choose to support authorized travel from state and non-state trust funds.

2. PURPOSE OF AUTHORIZED TRAVEL

Because HSU is an institution without close neighboring Universities and travel costs for HSU employees are high, investment in appropriate and authorized travel is a matter of continuing and compelling importance to the future of the College.

Travel expenditures are considered by the College to be:

- a) An investment in the development of instructional programs (program trips), and
- b) An investment in the disciplinary currency and professional visibility of college faculty members (professional trips)

3. TYPES OF TRIPS

Authorized travel requests may be submitted in either the **program** or **professional** category, but a trip will be considered in one category or the other, not in both.

- a) **Program trips** are those where the advantage gained from the travel goes to the academic programs of the College, generally in terms of improving existing programs and developing new ones within a department.
 - i. Trips which involve the recruiting of students and new faculty, necessary CSU system meetings, and travel with students to events in which students are participating, are examples of program trips.

- b) **Professional trips** are those where the advantage gained from the travel goes to the faculty members, generally for the purpose of advancing individual disciplinary knowledge, participating in professional affairs, and disseminating scholarship.
 - i. Presentation of papers and poster sessions, service as discussion panelists, performance and exhibition in the arts, and activities which lead to the development of a professional disciplinary profile for an individual faculty member are examples of professional trips.
- c) Faculty members on professional leave may submit requests in the professional trip category only.
- d) FERP faculty are eligible in their teaching semester.
- e) Due to the need to accommodate both professional and program trips, the annual travel allocation for the College will generally reflect an 80%-20% distribution, with the larger percentage reserved for professional trips.

4. **COSTS COVERED**

Reimbursement is the standard means of providing funds for authorized travel (travel which is approved by the Department Chair and the Dean of the College). No provision is made in this College for providing funds for travel not authorized through the Departments and the College. All university authorized travel costs may be covered.

5. **MAXIMUM REIMBURSEMENT**

For either program or professional trips \$500, or an amount commensurate with the budget, is the maximum allowable reimbursement from College of Arts, Humanities & Social Sciences travel funds.

6. **ENTITLEMENT**

- a) Neither the University nor College of Arts, Humanities & Social Sciences policies provide for individual entitlement. Approved allocations may not be “transferred” by a Department from one faculty member to another.
- b) Tenured and probationary faculty members are eligible for approved travel reimbursement, as are temporary faculty on a one-year appointment at a level of .40 FTEF or greater for both semesters.
- c) In exceptional circumstances, where the meeting of institutional needs (such as a system-wide meeting of staff counterparts on CSU campuses) is a specific requirement, or where there is gain to the College from replication of a program in place on another campus, departments may seek approval from

the Dean of the College, via the route described in Section 7 of this policy, for the reimbursement of travel for a staff member.

- d) Exceptions to these are limited to those indicated in Appendix W of The HSU Faculty Handbook, and are governed by the Vice President for Academic Affairs.

7. PROCEDURES

- a) Departments and faculty may submit requests for travel funds at the start of the Fall Semester of each Academic Year, via an application process submitted to the College office. The Dean will review requests and determine approved travel.
- b) Travel requests must be submitted with specific information (destination, event, topic, activity) at the time of the request. Open-destination requests will not be considered.
- c) Requests for Professional trips will be submitted from faculty via the department using the form provided. Department prioritizing will be optional. Travel requests will be submitted early in fall semester according to a deadline established by the Dean's office.
- d) Program trip requests may be received only from Department Chairs, and will need to be accompanied by a recommendation from the Department Chair attesting to the programmatic value of the proposed trip and a prioritized listing of applications.

8. CLASS COVERAGE

When travel requires a faculty member to miss scheduled class meetings, it is the faculty member's responsibility to arrange for class coverage. Faculty must complete a "Faculty Absence Class Coverage" form (available on the forms website).

Because of the importance of the continuity of educational programs, both the length of time that any one faculty member may be absent and the number of faculty from the same department who are authorized to be absent at the same time should be reasonable. It should be noted that if more than two faculty attend the same meeting, each request and resulting travel expense claim must be approved by the President or his designee.

Approved by the CAHSS Council of Chairs November 5, 2002
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