

CAHSS TRAVEL GUIDELINES

(Referenced to CAHSS Travel Policy and HSU Faculty Handbook, Appendix W)

1. Trip Categories
 - a. Program Trips: Advantage to Institution (3A)
 - b. Professional Trips: Advantage to Faculty Member (3B, 3C)
 - c. Designate a trip to be in one category or the other, not both (3D)
 - d. Program Trips - CHAIR transmits the request (3E)
 - e. Faculty on Leave: Professional Trip Requests may be considered (3E)

2. Costs
 - a. Reimbursement mode, rather than advances (4A)
 - b. Travel must be authorized by Department Chair and the Dean of the College of Arts, Humanities & Social Sciences (4A)
 - c. Program Trips: Transportation and per diem may be covered (4B)
 - d. Professional Trips: Transportation only (private or state contract rental car, state car M.V.O. rates, mileage tables, coach air fare + limo if required) verified (4C)
 - e. Fee charged by travel agencies will not be paid by the college (4D)

3. Limit: Actual Cost, to \$500 maximum. (5)

4. Entitlement
 - a. Individually approved requests, not transferable (6A)
 - b. Eligible Faculty: Tenured, Probationary, one-year temporary at .40 or greater time base for the year (6B)

5. Second Trips: Possible, if funds are available after first trip needs are met (6C)

6. Staff Travel: In exceptional circumstances (6D)

7. Specific Information Required, open destinations not considered (7B)

8. Class coverage required. If more than two faculty attend the same meeting, needs Presidential approval (9) and please review HSU Faculty Handbook, Appendix W) **OVER**

9. Timing: Depends on release of OAA general fund allocations. Early in fall semester (8)

10. Other Sources
 - a. HSUF Small Grants (RFP each semester, deadlines)
 - b. Faculty Development Program (RFP, rolling applications)
 - c. Other Programs, notice circulated on campus

11. International Travel requires consultation with the Office of Research and Graduate Studies, well in advance of their travel (10) and please review HSU Faculty Handbook, Appendix W) **OVER**

FROM HSU FACULTY HANDBOOK, APPENDIX W
AND CAHSS TRAVEL POLICY

CLASS COVERAGE POLICY

Coverage of Classes During Absence of Faculty Members

When travel requires a faculty member to miss scheduled class meetings, it is the faculty member's responsibility to arrange for class coverage. A statement regarding the plan for class coverage shall be provided to the unit head.

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.

CLASS COVERAGE

This policy, being in accordance with Appendix W (Travel Policy for Academic Personnel) restates the need to provide for instructional continuity by the providing of acceptable class coverage for faculty who are absent due to travel, a responsibility for faculty to arrange and chairs and the Dean to approve.

INTERNATIONAL TRAVEL

Academic personnel who are planning international travel should contact the Office for Research and Graduate Studies (ORGS) well in advance of their travel. ORGS will provide the applicable California State University and Humboldt State University policies and forms required to be completed before international travel is approved. Academic personnel who will be traveling by air and accompanied by student(s) should obtain a student Release and Hold Harmless statement from ORGS before air travel is approved.