

# **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, revised during the 2001/02 AY.

## **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, upon recommendation of the Budget Subcommittee and the Dean of the College, make lottery funds available for travel, when such allocations are sufficient to support this purpose.

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**

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).

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.

## **3. TYPES OF TRIPS**

- 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. Trips which involve the recruiting of students and new faculty, national or regional meetings of accrediting and professional associations, and necessary CSU system meetings 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.
- c. 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.
- d. 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.
- e. 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.
- f. Faculty members on professional leave may submit requests in the professional trip category only.
- g. 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**

- a. **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.
- b. For program trips, travel and per diem may be covered, to the costs substantiated by receipts and allowance tables.
- c. For professional trips, travel cost only will be covered, for rental car, state car, and/or by standard mileage rate if by auto, by coach fare plus maximum limousine cost of \$35 if by air, to the amount verifiable by receipts and/or mileage table.
- d. The College will not be responsible for payment of the fee that travel agencies charge for their services. It will be the responsibility of the Department to inform faculty that the fee should be paid for by the faculty member, or charged to the Department travel account number. If it is charged to the Department, it will be the responsibility of the Department to ensure that there are sufficient funds in the account to pay the fee.

## **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 the case of restricted funding, the College Budget Subcommittee will take steps to see that one professional trip for eligible faculty members is made possible before calling for “second trip” applications.
- d. 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.
- e. 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 which involves an allocation recommendation from the College Budget Subcommittee to the Council of Chairs, which body will then make a recommendation to the Dean.
- 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. Because funding for program trips is based on value to the Department, applications will be submitted from the Chair of the Department, using the form provided, with a prioritizing cover memo from the Chair.
- e. International Travel: See Section 9 of this policy.

## **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. 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.

## **9. INTERNATIONAL TRAVEL**

By means of the following language in Appendix W (Academic Personnel Travel Policies) of the HSU Faculty Handbook stipulates, that individuals consult with the Office of Research and Graduate Studies on the matter of 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.

*Approved by the CAHSS Council of Chairs November 5, 2002.*