

FACULTY TRAVEL AND PROFESSIONAL DEVELOPMENT PROCEDURES, POLICIES, AND CURRENT RATES USING COLLEGE FUNDS

Huxley College of the Environment (HCE)
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Introduction

College funds for faculty travel and professional development come from two sources. Research Advisory Committee (RAC) funding is to be used primarily for travel as part of the presentation of research results or scholarship. Non-RAC travel funds are to be used for travel to meetings or related forms of professional development.

Travel funds will be available to all faculty (tenured, tenure-track, and non-tenure-track), proportional to their appointment.

Travel and Conference Registration Policies

- Maximum of one international and one USA/Canada trip or two USA/Canada trips per faculty, per fiscal year (rates per trip listed below).
- Early registration fees to a maximum of \$1000 per conference registration and a maximum of two per fiscal year.

To request travel funds, please fill out a Travel Authorization form with the following information included in the Comments/Purpose of Trip section:

1. The amount being requested from HCE for travel and/or registration. If no HCE funds are being requested, please indicate so (e.g. "no HCE funding requested").
2. An indication that the faculty member has been accepted to present materials relevant to his/her research and the title of the presentation.
3. The name and location of the meeting.
4. The URL for the conference/meeting information (if this is not available, then you will need to send a hardcopy of the information).

Make sure all areas of the form are completed (including the estimated cost of the trip and the faculty W#).

For other types of travel and program or professional development

Prior to filling out a Travel Authorization form:

1. The faculty member will write a memo of request to the chair. The faculty member will need to include a detailed account the requested travel or professional development program, how the participation relates to his/her research and/or scholarship, and any other sources of funding being used.
2. The chair will send the memo of request, with the approval, to the Dean's office for review.
3. If approved by the Dean, the faculty member will be reimbursed for registration and related travel fees for one trip per year, with the amount determined by the Dean and dependent upon fund availability.
4. Preference in this category will be given to persons who are traveling in support of their duties as an officer in a national organization.

Chair Travel

Up to \$1,000 per year is available for each department chair for travel to professional meetings or program development as noted in the introduction. The request will be according to the above noted procedures.

Guidelines for travel rates not to exceed

International Travel

\$ 1,800	Mexico, Central America
\$ 2,400	Europe, South America, Pacific/Atlantic/Caribbean Islands
\$ 2,500	Middle East, Far East
\$ 3,000	Africa, India, Australia, New Zealand

United States/Canada Travel

\$ 800	Idaho, Oregon, Washington, and British Columbia
\$ 1,200	Arizona, California, Colorado, Montana, Nevada, New Mexico, Utah, Wyoming, Alberta, and Saskatchewan
\$ 1,400	Alabama, Arkansas, Illinois, Iowa, Kansas, Kentucky, Louisiana, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, Wisconsin, and Manitoba
\$ 1,800	Alaska, Connecticut, Delaware, Florida, Georgia, Hawaii, Indiana, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, Washington, DC, West Virginia, and all other Canadian provinces

Fund Allocation Priorities

Priorities for funding travel and professional development are as follows:

1. Conference travel for the purpose of presenting the results of scholarship
2. Other forms of professional development such as, but not limited to, travel in support of duties as an officer in a national organization, travel to a proposed research site, attending a request for proposal workshop or a pre-award negotiation, attending a conference without making a presentation of scholarship results