

COLLEGE OF LIBERAL ARTS AND SCIENCES TRAVEL POLICY

Adopted by the Dean and the College's Executive Committee
September 2014

● **This entire policy is subject to the availability of funds.**

● This policy will be reevaluated as the start of the next fiscal year. (*Note: The policy was evaluated in September 2015. The Dean of the College and the College of Liberal Arts and Sciences Executive Committee agreed the policy was appropriate in light of constrained resources and it should continue indefinitely.*)

● Faculty must file the appropriate paperwork and receive travel funding approval before they travel. Otherwise they run the risk of being personally responsible for covering some or all of the cost of a trip. Faculty who use Bradley University travel cards must not book travel arrangements or charge conference registration fees before travel funding is authorized.

● Regardless of whether the College funds or does not fund a particular travel request, this policy does not infringe upon the authority of chairs to allocate or not allocate department funds to help finance the professional travel of faculty members. Department chairs may supplement the funds provided by the College for a particular trip, finance some or all of a trip not supported by the College, or decide not to fund a trip. Chairs may choose to fund professional travel not associated with the presentation of scholarly and creative work at conferences.

● For tenured faculty members, the College will consider funding one trip to present scholarly or creative work at a professional conference. For a domestic trip, funding may be approved up to a limit of \$1,500. For an international trip, funding may be approved up to a limit of \$2,500.

● For tenure track faculty members, the College will consider funding two trips to present scholarly or creative work at professional conferences. For a first trip, funding may be approved up to a limit of \$1,500 for a domestic conference and up to a limit of \$2,500 for an international conference. The College will not fund a second international conference trip. However, tenure track faculty members who receive up to \$2,500 in travel funding from the College for an international trip will be eligible to apply for an additional \$500 in travel funding for a domestic trip. Tenure track faculty who receive up to \$1,500 for their first domestic trip will be eligible to apply for a second domestic trip. For a second domestic trip, funding may be approved up to a limit of \$1,500.

● Unless a separate agreement with the dean was reached prior to employment, the College will consider funding full-time, visiting faculty members (temporary faculty) up to \$1,000 to present scholarly or creative work at one domestic or one international conference.

● It is unlikely tenured, tenure track, or visiting (temporary) faculty will receive College funding for international trips in two consecutive years.

● Faculty members on sabbatical leave are eligible for travel funding.

● The College will consider drawing funds from the Sherry Endowment account to support the travel of tenured, tenure track, and temporary faculty members who accompany students to professional conferences to present coauthored scholarly or creative work. If such funding is awarded, it will not count toward the faculty member's standard travel allowance.