

ARTICLE 16

TRAVEL

WHAT CHANGES ARE PROPOSED

- Changes title and related references from “travel” to “professional development and travel.”
- Adds section that provides for reimbursement of “at least one professional activity.”
- Adds requirement of fair and equitable distribution of funds for all institutional levels (i.e., “colleges, departments and faculty members”).
- Adds transparency requirements for allocation and reimbursements.
- Removes reimbursement “subject to availability” clause.

WHY THE CHANGES ARE IMPORTANT

- Expands scope of article to fit with actual faculty activities;
- Aligns administrative support with desired faculty activities;
- Aligns reimbursement coverage with reality of faculty costs;
- Encourages faculty development;
- Reduces ambiguity to faculty.

1
2 **ARTICLE 16**
3 **PROFESSIONAL DEVELOPMENT AND TRAVEL**
4

5 16.1 Professional ~~Meetings~~ Development Activities.

- 6
7 (a) ~~Faculty~~ All faculty members may, with the approval of the ~~supervisor, department~~
8 chairperson, attend professional meetings, conferences, and other professional
9 development activities, whether or not they receive University funding to attend.
10 Approval to attend such activities shall not be unreasonably denied.
11
12 (b) Faculty members must initiate a Travel Authorization Request (TAR) and receive
13 ~~their supervisor's~~ approval prior to any business related travel for which they are
14 requesting University funding.
15
16 (c) All faculty members shall receive University funding to cover expenses for at least
17 one professional activity, that includes travel and/or professional development, per
18 academic year.
19
20 (d) ~~Travel f~~Funds for such activities, ~~if available~~, shall be allocated to colleges,
21 departments, and faculty members in a fair and equitable manner.
22
23 (e) On July 1st of each year, the Administration shall publish a report of the previous
24 year of travel expense reimbursements for each faculty member, and available
25 travel funds of the current fiscal year and their departmental allocations.
26

27 16.2 Reimbursement of Expenses. ~~Subject to the availability of funds.~~ The faculty member's
28 expenses in connection with such meetings, conferences, or activities shall be reimbursed in
29 accordance with the applicable provisions of State law and rules and regulations having the force
30 and effect of law.

31
32 16.3 Travel Advances. The University Administration shall, to the extent permitted by State
33 law and rule, provide travel advances, upon request, of up to eighty (80) percent of budgeted
34 expenses for authorized travel.