

ARTICLE 16
PROFESSIONAL DEVELOPMENT AND TRAVEL

16.1 Professional Meetings.

- (a) Faculty members may, with the approval of the supervisor, attend professional meetings, conferences, and other professional activities, whether or not they receive University funding to attend. Approval to attend such activities shall not be unreasonably denied.
- (b) Faculty members must initiate a Travel Authorization Request (TAR) and receive their supervisor's approval prior to any business related travel.
- (c) Travel funds for such activities, if available, shall be allocated in a fair and equitable manner.
- (d) On September 30 of each year, each Department chairperson shall distribute to each Department faculty member a report that publishes the previous year of travel expense reimbursement for each faculty member and the available travel funds for the current fiscal year.

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

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