

## CAHSS TRAVEL POLICY

It is the intent of the College of Arts, Humanities, and Social Sciences (hereafter referred to as “the College”) that this policy augment [Appendix W of the HSU Faculty Handbook](#) (Travel Policy for Academic Personnel) and be in full compliance with [CSU Travel Procedures and Regulations](#) and the [HSU Supplement](#) to the same.

### 1. SOURCES OF TRAVEL FUNDS

All references to College funding of authorized travel in this policy are subject to the availability of funds. The College maintains a travel budget line within its operating fund to be used for funding authorized travel. The College may have additional funding available to augment its travel budget, such as President’s travel funds. Departments may elect to supplement College-funded authorized travel.

### 2. AUTHORIZED TRAVEL

Authorized travel is university-related travel which is approved by the Department Chair and the Dean of the College. All travel by College personnel on university business must be authorized. Authorized travel may be **funded**, with travel costs subject to reimbursement by Department, College, or other University funds, or **zero-cost** (to the University), with no reimbursement of travel costs.

The Dean of the College may authorize travel (as either funded or zero-cost) for College faculty and staff when the travel is required to perform official duties, complete course or program requirements, or participate in academic or university-related activities that directly benefit the individual, Program, Department, College, or University.

The Dean of the College may authorize travel for full-time students who are presenting research at an academic conference, symposium, or other academic forum.

### 3. TYPES OF TRIPS

Committing College funds for travel is an investment both in the development of our instructional programs (**program trips**), and maintaining academic currency and professional visibility of our faculty members (**professional trips**). The annual allocation for College-funded travel will generally reflect an 80 percent professional – 20 percent program trip distribution.

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 recruiting students and faculty, attending necessary CSU system meetings, and accompanying students to events in which they are participating are examples of program trips. **Department Chairs and the Dean of the College determine eligibility for reimbursement for**

**program trips.** The College will not normally fund program trips for faculty on professional leave.

Professional trips are those where the advantage gained from the travel goes to the faculty member or student, generally in terms of advancing individual disciplinary knowledge and participating in professional events. Trips which involve presenting scholarship, serving as discussion panelists, performing or exhibiting in the arts, and developing a professional disciplinary profile are examples of professional trips.

**Eligibility requirements for reimbursement for professional trips are outlined in section 4 of this policy.** Faculty are normally limited to one college-funded professional trip per academic year.

#### **4. REIMBURSEMENT OF TRAVEL EXPENSES**

The Dean of the College will reimburse travel expenses incurred during authorized travel in accordance with the provisions of sections 3-6 of this travel policy. The maximum reimbursement from College travel funds for students is \$350 and for faculty and staff is \$500. Amounts in excess of this limit for faculty and staff travel may be approved by the Dean of the College based on projected trip costs and Department Chair consultation, within budgetary limitations.

Legitimate travel expenses as defined by CSU Travel Procedures and Regulations will be reimbursed, up to the maximum amount approved on the travel request form (see section 6 below). The College will not provide funds for travel not authorized by the Department Chair and the Dean of the College.

#### **5. ELIGIBILITY FOR REIMBURSEMENT (PROFESSIONAL TRIPS)**

The following personnel are eligible to request reimbursement of authorized travel expenses from the College for the conduct of professional trips:

- All tenured and probationary faculty
- Temporary faculty with a 0.4 time base appointment or greater for both semesters (minimum 6 WTUs per semester) of the academic year
- FERP faculty traveling in their teaching semester
- Full-time students presenting research at an academic conference, symposium, or other academic forum, with the approval of the Department Chair
- Staff members for travel that meets institutional needs, with the approval of the Department Chair

It is important to note that the awarding of travel funding by the College is not an entitlement. Approved allocations may not be transferred by an individual or

Department from one faculty member to another, and unused travel funds will be returned to the college-wide budget following the completion of travel.

## 6. PROCEDURES TO REQUEST AND RECEIVE COLLEGE TRAVEL FUNDS

Faculty, staff, and students may submit requests for College travel funds at the start of the fall semester each academic year. The College will advertise the details, requirements, and deadlines of this annual Travel Call via email to faculty and staff and an announcement in the college newsletter. Department Chairs and faculty should facilitate the participation of eligible students in the Travel Call.

The College will collate and review Travel Call data. Submissions that are not in compliance with this travel policy will be rejected without consideration. Program trip requests will be routed to Department Chairs for prioritization prior to consideration for funding. The Dean of the College may consult with Department Chairs regarding possible supplementary funding for professional trip requests. After considering Department Chair input the Dean of the College will make all travel funding allocation decisions. The College will then notify recipients, Department Chairs, and Administrative Support Coordinators of the individuals and amounts awarded.

For travel opportunities not forecast or available during the conduct of the annual Travel Call, faculty, staff, and students may request College travel funds by gaining the approval of their Department Chair and forwarding a brief request and justification to the Dean of the College.

The College Personnel Analyst will prepare the official HSU Request for Authorization to Travel form for all College-funded authorized travel. Departments are responsible for providing chartfield data for any additional funding, either for the traveler or for students participating in the same event as the traveler under the auspices of a field trip. Travelers are responsible for submitting this signed form and all supporting documents ([Faculty Absence Class Coverage form](#), [Student Liability Waiver](#), [Authorization to Use Privately Owned Vehicles on State Business form](#), [HSU Volunteer Form](#), as required) to their Department Chair for signature and routing to the College **prior to the travel departure date**. An excerpt from Appendix W of the HSU Faculty Handbook (Travel Policy for Academic Personnel) underscores the importance of this requirement (emphasis added):

“It is important that travel authorization be obtained because of the need to account for official travel and to insure that employees are protected under the provisions of the Workers' Compensation Act. For this reason, **timely application must be made so that authorization can be obtained prior to departure**. Faculty members who travel without obtaining prior approval may not be reimbursed for travel expenditures and might, under certain circumstances, be considered as absent without official leave. In all but exceptional cases, **travel requests** for both in-state and out-of-state travel **should be submitted through department chairs, with approval by the appropriate college dean at least five working days prior to departure.**”

Following each trip, the College Personnel Analyst will prepare the official HSU Travel Expense Claim form for reimbursement of travel expenses for all College-funded

authorized travel. Travelers are responsible for submitting this signed form and all required original receipts to the College. (Note: There is no requirement for Department Chairs to sign travel claims.)

Requesting revisions to approved and submitted travel requests to add Department funding after travel is complete is strongly discouraged. Approval of such revisions will require justification by the Department Chair.

The College Personnel Analyst will be the liaison between the Departments and Financial Services for the submission of all College-funded travel requests and claims.