Travel and Professional Development in the College of Arts & Sciences

Updated: August 2026

The College of Arts & Sciences (CAS) recognizes the importance of travel to support faculty and student research, student intellectual development, and faculty/staff/student professional development. Indeed, conference attendance is an important means of developing and maintaining a research agenda, raising the institution's profile, mentoring students, and serving the discipline.

This policy covers all types of travel including domestic, international, conference, research, and field-based travel, aligning with the university's updated definitions and standards. Thus, all travel funding provided by the college will be consistent with university policies and state requirements. For more information on specific procurement rules, consult the Winthrop University Travel Policy.

Requesting Travel Support

Application requirements

Travelers are encouraged to review the Travel Expense Overview for complete information.

Forms

Travelers must complete a Travel Authorization (TA) form for all university-supported travel. The TA should be submitted to the Dean's office 10-15 business days before travel. This will ensure that these documents are submitted to Accounts Payable at least **7** days before travel.

Justifications

Justifications must clearly outline benefits to the traveler and the institution. Additionally, descriptions of the activities to be undertaken during the travel must be included in the justification.

Signatures

TA forms must include signatures from the traveler, department chair, and if applicable, grant PI indicating their approval before the Dean approves. International travel requires approval by the Winthrop University President. For insurance purposes, travelers not requesting funding must still submit a $0 TA form (see Insurance Purposes Only). Blanket TAs remain valid for faculty and staff with frequent, similar-purpose travel.

Department Support for Travel

When departments can supplement travel costs with departmental funds, the amount should be indicated on the TA before it is submitted to the Dean's office. The department does not need to designate what is to be paid, only how much support they can offer.

Types of Travel Authorizations

- **Standard Travel Authorizations** reflect the traditional modes of travel and reimbursement using Winthrop funding. Use the procedures above.
- **Blanket Travel Authorizations:** Faculty and staff members who travel frequently and routinely may choose to submit a *blanket travel authorization*. This option permits employees to cover numerous trips for the same or similar purposes with a single blanket TA. These authorizations must come from the same funding source and include a maximum reimbursable amount for that period.

Travel Authorizations for Insurance and Travel expenses paid by other agencies

Winthrop employees or students planning professional travel but not seeking financial support are required to complete a TA and enter $0 in the "Total Requested" field. This TA ensures Winthrop workman's compensation and other liability structures cover the traveler as outlined in the University insurance policy. Travel reimbursement forms are not required for TA requesting $0.

All travelers are encouraged to review the Risk Management *Standards of Practice* information for specific guidance on the role of personnel and University insurance. In general, when traveling in personal vehicles, the traveler's personal insurance is seen as primary, and the University's insurance is secondary.

Remunerated Travel

Faculty members who travel for professional purposes whose travel expenses are paid by another organization should file a travel authorization for $0 to ensure they are covered by Winthrop University insurance. Examples include service on a professional association's board, review of programs at other institutions, guest lectures, and the like.

Travel expenses paid by other agencies or organizations are considered remuneration even if no other honoraria or compensation is provided. They are thus subject to approval by the University. Faculty members need to complete the Outside Employment and Consulting form before such travel.

Travel to Political Events and Gatherings

The College will fund travel to political conventions, rallies, and other gatherings for the purposes of research and/or student intellectual development, and as long as any state employees who attend abide by the Guidelines for Appropriate Civic Engagement as a State Employee. Faculty requesting support for such events should include a clear indication of the purpose of the trip that reflects compliance with the *Guidelines for Appropriate Civic Engagement as a State Employee*.

Processing Standard Travel and Requesting Support from CAS

CAS will make every effort to provide partial support for travel requests, subject to available funding. Faculty members are also encouraged to apply for funding from other internal and external sources, as appropriate. The types of travel funded and the priorities used to determine the level of funding are based on faculty feedback gathered from an anonymous survey of faculty in Summer 2026. Accordingly, the College will allocate funding to all full-time faculty while placing priority on junior faculty.

CAS has four deadlines for submitting applications for travel support. Signed TAs must be submitted to the Dean's office by:

- **September 15**
- **November 15**
- **February 15** (final opportunity for travel prior to June 30)
- **April 15** (first opportunity for travel after July 1)

Should any of these deadlines fall on a weekend or University holiday, travel requests will be due on the next business day.

Individuals who submit funding requests between these dates, but whose travel occurs after the next deadline will be held and considered with all other requests submitted on the next deadline. College funds for the given fiscal year are expected to be fully expended after the February 15th deadline.

Considerations related to college travel support

The College will limit support to one conference per fiscal year with these further considerations:

- Proximal conference presentations (100mile radius)-up to $900
- Presentations by faculty with access to dedicated travel funding (grants, professorships, etc)- up to $900 to cover unmet costs
- Presentation by faculty without dedicated travel funding-up to $1200. Assistant Professors will receive an additional $300 supplement, for a total award of $1,500.
- CAS will have 4 cycles...$12,500 will be available at each cycle. Awards are intended to offset, but may not fully cover, conference-related expenses.

Travel by professional staff members

CAS recognizes that staff may have professional development needs that require travel. Staff members wishing to engage in such opportunities should follow the application procedures described in this document and include a significant justification for their participation. Their requests will be considered alongside all others. When possible, all individuals seeking travel support from the college should first seek alternative sources such as grants, contracts, and the closest academic unit to which travel is associated. The availability of other support will influence the amount awarded.

Types of travel funded

CAS may provide support for travel for the following reasons. This is not an exhaustive list and is provided for illustrative purposes only:

- To accompany undergraduate and graduate students who are presenting or co-presenting research at professional or student research conferences.
- To attend a conference or workshop to maintain required professional licensures.
- To attend a conference or workshop to prepare for an accreditation visit or as required to maintain national accreditation.
- To present original disciplinary research and/or in the scholarship of teaching and learning at a professional conference.
- To receive professional development to support an administrative position at the institution (e.g., department chair, graduate director, program director, etc.)
- To represent the University in some official capacity at the request of the Dean, Provost, or President.
- To serve on a governing board of a professional association.

Other sources of travel funds

Departments may provide travel or other professional development funds at their discretion and as budgetary constraints allow. In addition, employees are encouraged to seek funding through other University offices in accordance with their procedures. Finally, grants and contracts should be designed to include support for travel related to the project when possible.

When traveling for faculty, staff, and/or students are completely supported by other sources and do not require additional funds from CAS. TAs may be submitted at any time and must include appropriate budget numbers and authorizations.

Student travel supported by the Graduate School or the Undergraduate Research program

Submission expectations and priority funding information should be reviewed directly through the Graduate School and Undergraduate Research program.

Procedures when Winthrop Foundation funds are allocated

Travelers supported by the Foundation should review the Travel and Entertainment Policy created by the Winthrop Foundation.

- A TA is required for travel supported by the Foundation.
    - Travelers must use the Winthrop Foundation forms to submit reimbursement requests. The most likely forms to be required for travel are WUF-D and WUF-E.
    - The reimbursement rules when using Winthrop Foundation Funds are in many cases very similar to those when using University funds. It is the traveler's responsibility to know differences or seek guidance as needed.

Travel Reimbursement and Prepayment Procedures

Travelers are encouraged to review the Travel Expense Overview and Winthrop Travel Approval & Reimbursement Policy for complete information.

Submission requirements

Form

Upon return from a trip for which reimbursement is sought, the traveler must be complete a *Travel Reimbursement* (TR) form. The TR requires separation of items paid directly by the traveler from items paid in advance by a procurement card or check request. Only certain allowable expenses can be prepaid and only in cases where travel support is sufficient to

cover such expenses. All purchases using a University-issued procurement card must comply with University Procurement Card Policies and Procedures.

Travelers are encouraged to list all reimbursable trip-related costs on the TR to support documentation of unmet travel needs. The actual reimbursement received by the traveler will be determined by the amount of funds that are authorized on the TA, less the pre-paid items.

Signatures

All TRs need to be signed by the traveler and department chair prior to submission to the Dean's office for approval. In cases where grant funds are being used, a signature from the principal investigator or responsible individual and indicated amount of support from the grant is also required.

In cases where departments are working with individuals that may not be local, please consult early with the Financial Analyst to determine an appropriate plan of action.

Receipts

Travelers must attach required itemized **receipts** to the TR for items that are requested as reimbursable directly to the traveler. These must show that the traveler paid in cash or the last 4 digits of the credit card used. In addition, copies of receipts for pre-paid items should be included and these receipts will be applied in pcard reconciliation. Printed copies of emailed receipts are acceptable. See "allowable expenses" below for more information on required receipts.

Receipts printed on paper smaller than 8.5 by 11 inches should be taped to clean white copy paper. Please only tape on the outside edge, avoiding the printed areas, as the tape may cause the ink to fade.

Other Attachments

- Approved TA
- A conference overview (see further information in the Meals section below)

Interim Reimbursements

Interim reimbursements are now allowed before travel only for travel fares and registration (min. $250). Lodging holds are not eligible. Travel advances for group or student-employee travel are permitted but must be reconciled within 30 days. Interim reimbursement may only be submitted once before travel occurs and cannot be used if a travel advance has been requested for the specific expense.

Deadlines

Travel reimbursement must be submitted within **30 calendar days of trip completion**. Travel in June is subject to specific university deadlines because of end-of-year processing regulations. The university provides specific dates for end-of-year reimbursements each spring. These dates are sent by email to department chairs, administrative personnel, and the financial analyst. Failure to meet university deadlines will result in a forfeiture of designated funds. The college established the following dates to ensure college-level processing meets university end-of-year deadlines:

Travel completed by:	Reimbursements Submitted to Dean's Office by:
June 6	June 9*
June 7-18	June 20*
June 19-30	July 1

*If these dates fall on a non-business day submit by the following business day.

Allowable expenses

Allowable expenses include, but are not necessarily limited to, transportation (airfare, taxi, shuttle, vehicle rental, parking, gasoline, mileage, public transit, etc. as appropriate); registration; lodging; and per diem, as permitted by University policy and state regulations.

Faculty should consult the Travel Expense Overview for the most recent and complete regulations.

Transportation

- *Mileage* is paid at the current rate indicated on the Travel Expense Overview.
- *Taxi* receipts are appreciated but not required. Printed receipts emailed through services such as a square credit card reader or PayPal readers are acceptable.
- Printed receipts from email or the airline website are acceptable for *airfare*.
- Unless renting a vehicle after arriving at the destination, *vehicle rental* should be secured through the company with the current procurement contact.
- *Parking*, *public transportation, airport shuttle services,* and other similar expenses require a receipt. Printed receipts emailed through services such as a square credit card reader or PayPal readers are acceptable. Such expenses should be listed by type under "other" on the TR.
- *Checked baggage* charges are allowable and require receipt. Such expenses should be listed under "other" on the TR.

Registration

Registration can be prepaid if the travel support awarded is greater than the registration costs. Membership fees that are tied to registration can be supported by professional development dollars and thus included on travel forms when membership is required to attend a conference or paying the membership fees would result in either a cost-neutral or lower cost for the institution.

Lodging

Lodging receipts showing a zero balance are required. When listing on the reimbursement form, lodging and associated taxes should be separated from other expenses that may have been charged to the traveler's room. Lodging must be at the conference hotel or, if not available, reimbursed at the GSA rate at a commercial hotel only. Platforms like Airbnb and VRBO are not permitted. No lodging is reimbursed within 50 miles of the traveler's residence or duty post. Resort fees are non-reimbursable unless affiliated with a designated conference hotel. Meals follow SC state or GSA per diem rates depending on traveler classification. Provided meals must be deducted from per diem, and receipts for meals are not required

Air and ground Travel

Economy class must be used for airfare and non-refundable tickets booked unless for candidates or speakers. Mileage reimbursements follow SC rates and only cover travel between residence/duty post and destination (whichever is closer). Rental cars must be booked using SC state vendors. Parking/toll receipts required; traffic fines and gratuities are not reimbursable

Communication services
Wi-Fi charges at the lodging or conference location are allowable expenses but require a receipt. These should be listed under "other" on the TR.

Meals
Receipts for meals are not required, and all meals are subject to per diem limits and regulations. The University does not reimburse alcohol consumed.

From time to time, conference registration fees or lodging locations cover some meals. The University does not provide per diem reimbursement for such covered meals. A copy of the conference schedule overview or other document clearly outlining any meals included in registration fees is required. In cases where no meals are included a statement in the conference materials to this effect is sufficient.

Exceptions for individuals with special dietary requirements may be made. In these cases, the traveler should contact Accounts Payable before completing the Travel Reimbursement form.

The traveler should review the Travel Expense Overview for further guidance and contact Accounts Payable with any questions.

Overview of process once submitted

Once a signed TR and accompanying attachments are submitted to the Dean's office they are reviewed by the Financial Analyst. This review includes checking for all required attachments and reviewing to ensure accuracy of elements such as account numbers, listing of costs that were prepaid, and adherence to procurement rules. The packet is then signed by the Dean or his/her designee and forwarded to Accounts Payable. Packets are then reviewed again for similar requirements and questions are sent back to the Financial Analyst or traveler as needed.

The time needed to process paperwork can vary due to volume of requests and other workload, availability of key personnel that are essential to the process, and incomplete information. Every effort is made at all levels of review to address requests as they are received. However, travelers are encouraged to plan in case there are unavoidable delays in processing. Key strategies to consider are to complete paperwork immediately upon return, work to see that the paperwork moves from the department to the dean's office quickly, ensure that the paperwork submitted is clear and meets the guidelines, and prepay allowable expenses to reduce the amount of the reimbursement.

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- Travelers must use the Winthrop Foundation forms to submit reimbursement requests. The most likely forms to be required for travel are WUF-D and WUF-E.
- The reimbursement rules when using Winthrop Foundation Funds are in many cases very similar to those when using University funds. It is the traveler's responsibility to know differences or seek guidance as needed.

Other Information on Travel

Approved vehicles when traveling with students

Faculty traveling with students are encouraged to rent vehicle(s) from the University's provider or use an official university vehicle to be covered directly by university insurance. All travelers are encouraged to review the Risk Management *Standards of Practice* information for specific guidance on the role of personnel and University insurance.

Canceled trips

Travelers are asked to notify the Financial Analyst in cases where travel plans change and awarded support is no longer required. Doing so in a timely fashion may allow for additional support for a colleague or student.

Courses with a travel component

Courses that include a significant travel component (e.g., spring break trip, short-term study abroad) need to complete the University's special course authorization form and comply with all other University requirements. See additional information on field trips and study abroad.

Faculty absences

CAS recognizes professional travel as a legitimate reason to be absent from one's regular on-campus responsibilities. However, faculty members are expected to minimize the impact of their absences on student learning. They may do so by arranging for colleagues to cover their classes, developing alternative assignments, and/or teaching remotely using appropriate technology. In any case, faculty absences must abide by the Faculty Absence Policy.

Professional development not requiring travel

Increasingly, appropriate professional development opportunities are available to faculty and staff through webinars and other electronic means. CAS will consider requests for support for this type of professional development on a case-by-case basis. Factors in the decision include, but are not limited to, the cost of the professional development opportunity, the benefit to the College or to other employees, and the relationship of the subject matter to the faculty or staff member's professional responsibilities.

Reimbursable travel for non-employees

Travel reimbursements for non-employees follow the guidelines outlined in this document and links. Non-employees include individuals such as university guests, candidates for faculty positions, and students. In cases where no expenses are to be pre-paid, the traveler does not need a TA. Reimbursement using the state per diem rates should not include any meals that are provided while the guest is on campus.

For more information on hosting meals, refer to College and University policies associated with events.

For more information on hosting job candidates and associated reimbursement, refer to College and University policies associated with employee recruitment.

Student absences

Faculty and students are required to follow the Student Attendance Policy. In CAS, authorized representation of the university includes but is not limited to conference participation, short-term study abroad, field trips, creative performances, and athletic competitions. Students are responsible for providing the appropriate documentation to instructors in advance of the planned travel. In addition, students are expected to confer with instructors in advance and to arrange to make up any required work in a timely fashion.

Travel authorization involving students

Submit a travel authorization(s) with the names and Winthrop ID numbers of all students and Winthrop employees participating in the travel, *even if one is not seeking any financial support for the trip.* This ensures that the travelers are covered by Winthrop University insurance.

However, the College works closely with the Office of Undergraduate Research as they disburse funds in support of students who are presenting research. Thus, faculty should consult those guidelines for support.