

Winthrop University
College of Business Administration

Policy for Faculty Travel to Support Professional Development and Scholarly Activity

The College encourages participation in off-campus professional activities to provide for professional development and to support scholarly activity. To support such participation, the College provides funds to assist with faculty travel expenses for professional activities. Since funds are not unlimited, faculty members cannot expect to have all justifiable travel expenses fully reimbursed by the College. The College will plan to allocate funds for justifiable requests, making adjustments depending on the total requests for funds and special requests of significant merit. Justifications for travel reimbursement should be based on one or more of these broad goals stated in priority order:

- conduct scholarly research and/or disseminate the results of scholarly activity by reading an original paper or reporting on research with the goal of publishing a paper in a recognized journal
- development of the faculty member in his/her discipline to improve teaching effectiveness and/or to expand the member's knowledge (based on stated goals and the Annual Review process)
- serve in a significant capacity for a professional or public organization and/or contribute in a major way to the program of that organization

Requirements for faculty to submit travel request:

1. The travel request (Travel Authorization Form) must have an attached statement of justification, and the justification must relate to the mission of the College, the goals of this policy and to the faculty member's teaching discipline(s) and goal statements from the faculty annual report.
2. A travel request to support a presentation or reading must have the Digital Measures entry attached with a copy of the paper submitted.
3. If the paper is not complete at the time of the submission of the Travel Authorization form, it should be submitted with the Travel Reimbursement form with the appropriate entry in Activity Insight/Digital Measures.

Guidelines for department chairs:

1. Funds will be allocated by department chairs based on requests submitted at the beginning of the budget year. Any funds not committed will be allocated throughout the year. Strict adherence to the above priorities will be based on overall demands for travel support, individual development plans, and the profile of the professional or public organization.
2. Travel support will normally be limited to one major trip per year.
3. A faculty member should limit travel within the continental United States and Canada, if possible.
4. Travel and accommodation costs should be held reasonable by advanced planning for the trip and using competitive rates available through carriers, agents, or internet services.
5. Inexpensive trips to local meetings or events are encouraged. More expensive trips should be

limited to meetings considered to be significant to the faculty member's field, especially the major regional or national meetings of a primary recognized professional organization.

6. The travel request (Travel Authorization Form) must have an attached statement of justification, and the justification must relate to the mission of the College, the goals of this policy and to the faculty member's teaching discipline(s) and goal statements from the faculty annual report.

7. A travel request to support a presentation or reading must have the Activity Insight/Digital Measures entry attached with a copy of the paper submitted.

8. If the paper is not complete at the time of the submission of the Travel Authorization form, it should be submitted with the travel reimbursement form with the appropriate entry in Activity Insight/Digital Measures.

Adopted by Dean's Counsel September 1999/revised November 2005/revised October 2011

Procedures for completing travel authorization and reimbursement forms:

Before travel occurs, complete and submit TRAVEL AUTHORIZATION FORM. Faculty should submit to the Chair and forward to the Dean's Office an approved travel form and written justification for travel not less than **seven** days before travel begins. The Travel Authorization Form is approved by the department chair or person to whom the employee reports directly. Travel paid by a grant is also approved by the university grant accountant. Requests for approval of official foreign travel performed by a member of the faculty must be approved by the President. This approval should be attached to the Travel Authorization Form at the time of submission.

AIR TRAVEL

An approved Travel authorization Form is required before travel services are requested from a travel agency. The name of the travel agency, a telephone quote, and the name of the salesperson, is submitted to the Dean's Office at least **three weeks prior to travel**. Travel services are requisitioned by the Purchasing Department and require advance planning by faculty. Air travel may be pre-paid. Please discuss specifics with the Dean's Office.

PRIVATELY OWNED VEHICLES

A traveler may use a privately owned vehicle for official travel and is reimbursed at the currently approved rate as published by the university each year.

TRANSPORTATION TO AND FROM HOTELS

Expenses (excluding gratuities) are reimbursable provided that such service is not included in registration fees.

REGISTRATION

Conference and seminar registration fees may be prepaid. Submit an approved Travel Authorization Form along with registration information to the Dean's Office to arrange for prepayment.

TELEPHONE CALLS

Telephone calls made for official business of the University are reimbursable. The University also reimburses one personal call per night, not to exceed \$5.00, when an employee is traveling.

GRATUITIES AND PORTERAGE

Gratuities are normally not an allowable reimbursement for Winthrop travelers. When paid as a required part of an all-inclusive billing for a banquet, luncheon, etc., gratuities are allowed. Porterage, in general, is not an allowable reimbursement. Porterage may be reimbursed when a traveler has heavy, excess equipment needed to conduct official business.

MISCELLANEOUS EXPENSES

Travelers are encouraged to coordinate with the accounts payable supervisor in advance of submitting a claim to determine if the claim is reimbursable.

RECEIPTS

Original receipts for hotel or motel accommodations, parking, and all other expenses are required for reimbursement. Reimbursement for registration fees paid by the employee requires a copy of both sides of the canceled check or a signed receipt from the conference or seminar.

TRAVEL EXPENSES WHEN ACCOMPANIED BY DEPENDENT

A provision in the travel regulations states, "If a dependent accompanies an employee on an authorized business trip, only those expenses which may be directly attributed to the employee may be reimbursed." The reimbursement of lodging expenses to a state employee when accompanied by a dependent on an official business trip would be the amount of a single room rate.

TRAVEL ADVANCE

Advances for travel outside the State of South Carolina are available for up to 80% of the projected cost of subsistence, if this subsistence exceeds \$250. Travel advance forms are available in the Dean's Office and should be submitted in duplicate to Accounts Payable at least ten days in advance of travel.