College of Professional Studies
Travel Policy

**University Travel Policy:** See Appendix W of the Humboldt State University Faculty Handbook for an explanation of State and California State University regulations regarding travel at: (http://www.humboldt.edu/aavp/FacultyHandbook/AppendixW.pdf). Faculty travelling internationally should contact the Office for Research and Graduate Studies in advance of their travel.

**Scope and Criteria:** College of Professional Studies’ travel funds are to be used primarily to support activities that enhance teaching, as well as scholarly and service-related contributions to the university and the community. Support is generally available to faculty, as defined by the College bylaws, and only to the extent that the college travel budget permits.

**Faculty/Staff Travel.** **First priority** shall be given to active and documented participation at a meeting of a professional society or organization including: (1) presenting an invited paper and/or other form of scholarly/creative activity, (2) participating as a member of an executive committee or board of directors of a professional society or of an organization, or (3) coordinating a workshop or chairing a session at a professional meeting. **Second priority** shall be assigned to those activities that enhance the teaching effectiveness and professional development of a faculty member such as (1) attending a professional meeting, or (2) attending a workshop, seminar, or short course that will enhance one's professional skills.

If a trip does not satisfy these criteria, a Chair may indicate exceptional circumstances that justify College support of the trip. For example, the trip may provide an exceptional opportunity for the faculty member to bring back information to the department.

**Administrative and/or Program Travel.** Travel necessary to maintain accreditation or for system-wide meetings of department chairs is normally funded from departmental operating expense allocations and should be requested as part of the budget review process. A line-item should be established, in the department budget, for accreditation expenses. It is the intent of this policy that the bulk of the travel money should be reserved for support of activities that enhance teaching effectiveness and professional development.

**Reimbursement.** Travel expenses will normally be reimbursed from CPS funds up to a maximum of $500 of state allowable costs. The number of funded trips is subject to the limits of the CPS travel budget line item. As of fall 2010, additional funds up to $1,000 are available for presenters of scholarly/creative work at professional conferences through the President’s Faculty & Student Research and Creative Work Presentation Fund. Awardees presenting at conferences with costs that exceed the above amounts can apply for additional cost recovery from the College after expenses have been reimbursed by the College and President’s funds. Any remaining
additional allowable costs over and above the limits may be paid out of departmental operating expense budgets or other departmental funds at the discretion of the Department Chair, and in accordance with department by-laws.

Please note that all requests for reimbursement require receipts for payment. This includes all meals and expenses not covered by incidentals and mileage. Please see the CSU travel manual for more details http://www.humboldt.edu/univtravel/Downloads/Travel%20Manual-Procedure%20040113.pdf

**Deadlines.** Travel requests involving College of Professional Studies’ funds must be submitted to the Dean’s Office by the dates shown below. Faculty who need advanced funding commitments for spring travel, may submit an application during the fall travel request period.

<table>
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<tr>
<th>Date Trip Planned</th>
<th>Travel Request Filing Deadline</th>
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<tr>
<td>Fall term</td>
<td>Request are due the third Friday of classes</td>
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<tr>
<td>Spring term</td>
<td>Request are due the third Friday of classes</td>
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To provide for meetings and invitations announced late in the year, and to provide for additional reimbursement for approved travel costs exceeding the initial award, some additional funds will be set aside from the travel budget for requests made during the last four months of the fiscal year.

**Eligibility and Priorities**

*Eligibility:* Tenured and probationary faculty members are eligible for approved travel reimbursement as are temporary faculty with a three-year appointment at a level of .40 FTEF or greater for both semesters.

*Priorities:* Priority will generally be considered as follows:

- Probationary faculty
- Tenured Associate Professors
- Professor
- Lecturers
- Staff

In the case of restricted funding, the Dean and Associate Dean will take steps to see that one professional trip for eligible faculty members is made possible before reviewing applications for second trips. In addition, special consideration shall be given to requests from faculty who have not had a college-funded trip in the last three years.
Exceptions to these are limited to those indicated in Appendix W of The HSU Faculty Handbook, and are governed by the Vice President for Academic Affairs.

**Procedures**

Faculty/staff may submit request for travel funds in accordance with the deadlines for each semester (see above). Faculty/staff complete the online CPS Faculty/Staff Request for Travel Funds form, including all requested information. Travel requests should include specific information (destination, event, topic, activity) at the time of the request. Open-destination requests will not be considered. Travel requests will be submitted to the Department Chair for review and a recommendation attesting to the professional or programmatic value of the proposed trip.

Requests for travel will ordinarily be reviewed by the Dean and Associate Dean. The Dean will make the final decision.

Travel claims should be filed within two weeks after the traveler returns but no later than 30 days. **CLAIMS FILED AFTER 30 DAYS WILL NOT BE REIMBURSED.** Trip cancellations should be reported to the Dean's Office immediately so funds can be redistributed. Faculty should save all receipts for claims that have been submitted. If extra travel funds are available at the end of the year, additional reimbursement may be possible if receipts are provided.

   **The College of Professional Studies requires receipts for ALL expenses claimed. Any expenses claimed without itemized receipts may not be reimbursed.**

**Class Coverage**

When travel requires a faculty member to miss scheduled class meetings, it is the faculty member's responsibility to arrange for class coverage. Faculty must complete and attach a Faculty Absence Class Coverage form for all travel (even if between semesters or when class is not in session [https://humboldt.edu/forms/sites/forms/files/complete_class_schedule.pdf](https://humboldt.edu/forms/sites/forms/files/complete_class_schedule.pdf) )

Because of the importance of the continuity of educational programs, both the length of time that anyone faculty member may be absent and the number of faculty from the same department who are authorized to be absent at the same time should be reasonable. It should be noted that if more than two faculty attend the same meeting, each request and resulting travel expense claim must be approved by the President or his designee.