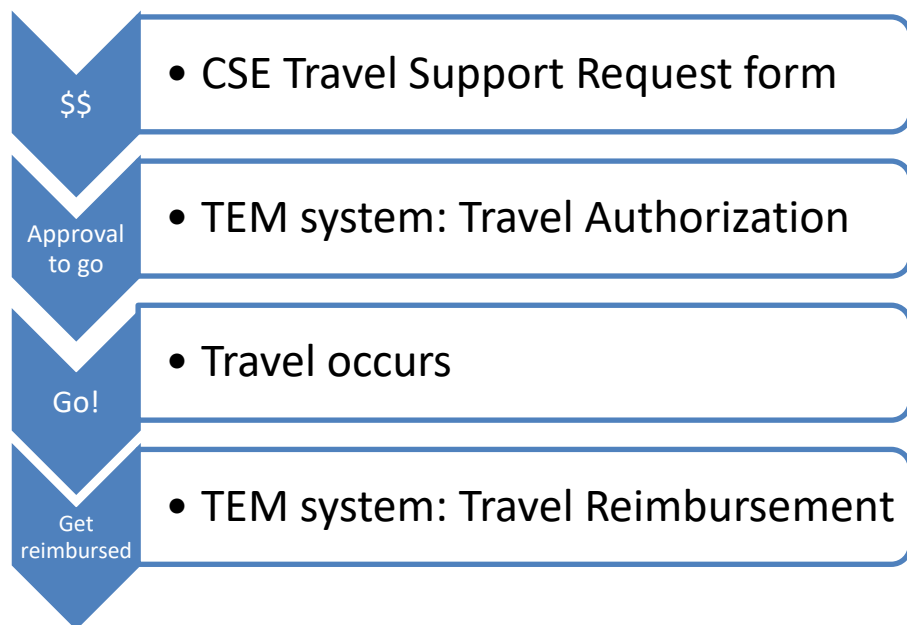


TRAVEL PROCEDURES, POLICIES, AND CURRENT RATES

College of Science and Engineering
Approved by PPBC 12/7/17

Summary of process



** Specific travel procedures vary by department. Be sure to check with your department manager and follow your departmental procedures.

For All Travel

A maximum of one international or two USA/Canada trips per faculty (including faculty on professional or approved leave), per fiscal year (rates per trip listed on page 2).

Please note that if the funds from the CSE pooled resources for faculty travel are depleted prior to the end of the fiscal year, funding for a *second* trip may be denied, unless total funding for both trips does not exceed \$1000.

RSP Funded Travel and Conference Registration

The office of Research and Sponsored Programs provides an annual allocation to each college that is equal to \$500 per faculty member. The source of this allocation is the indirect cost recovery from grant activity and will be used to supplement travel/conference registration for tenured and tenure-track faculty. Each college determines the policies under which these funds are distributed and CSE supplements the remaining balance(s) of the approved amount for each trip.

Early registration fees up to a maximum of \$1000 per conference registration and a maximum of two per fiscal year.

Current Rates for RSP Funded Travel (in addition to conference registration)

International Travel

- \$ 1,500 Mexico, Central America
- \$ 2,000 Europe, South America, Pacific/Atlantic/Caribbean Islands
- \$ 2,200 Middle East, Far East
- \$ 2,400 Africa, India, Australia, New Zealand

United States/Canada Travel

- \$ 700 Idaho, Oregon, Washington, and British Columbia
- \$ 1,100 Arizona, California, Colorado, Montana, Nevada, New Mexico, Utah, Wyoming, Alberta, and Saskatchewan
- \$ 1,200 Alabama, Arkansas, Illinois, Iowa, Kansas, Kentucky, Louisiana, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, Wisconsin, and Manitoba
- \$ 1,400 Alaska, Connecticut, Delaware, Florida, Georgia, Hawaii, Indiana, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, Washington, DC, West Virginia, and all other Canadian provinces

To request RSP travel funds, please fill out a [Travel Support Request](#) form with the following information included in the Comments section:

1. The amount being requested. Please break out how much is being requested for travel and how much for registration.
2. An indication that the faculty member has been accepted to present materials relevant to his/her research and the title of the presentation.
3. The name and location of the meeting.
4. Submit form to Department approver (Dept. chair/Dept. manager)

Non-RSP Funded Travel Requests

Requests for college funds to support NTT faculty travel or to support TN/TT faculty travel to a conference or meeting where the faculty member is not presenting research results will be considered on an individual basis. To request non-RSP travel funds, please fill out a [Travel Support Request form](#) with the following information included in the Comments section:

1. The faculty member's request including a detailed account of his/her level of participation in the workshop, conference or meeting (i.e., chairperson on an organizing committee, etc.), how the

participation relates to his/her research, scholarship and/or teaching, and any other sources of funding being used.

2. The chair will send the Travel Support Request form, with his/her approval, to the Dean's office for review.

Chair Travel

Up to \$1,000 per year is available for each department chair for travel to professional meetings.

1. To request chair travel, please fill out a [Travel Support Request form](#) as described in the RSP Funded Travel procedures.

Staff Travel

To request College funds to support travel for staff attending job related development, please fill out a [Travel Support Request form](#) with the following information included in the Comments section:

1. The staff member's request including an account of how the training/meeting relates to his/her job duties and any other sources of funding being used.
2. The chair will send the Travel Support Request form, with his/her approval and comments of support to the Dean's office for review.
3. If approved by the Dean, the staff member will be reimbursed for registration and related travel fees up to a maximum of \$600 for one trip per fiscal year.

Student Travel

Requests for college funds to support travel to a conference or meeting where a CSE student (undergraduate or graduate) is participating will be considered on an individual basis.

1. The student and faculty mentor will write a memo of request to the chair (request can be in email form). The memo will need to include a detailed account of the student's level of participation in the conference (e.g., assisting a faculty member, presenting a poster), how the participation relates to his/her research and/or scholarship, and any other sources of funding being requested.
2. The chair will send the memo, with his/her approval, to the Dean's office for review.
3. Student travel support will be limited to \$1,000 per department for each academic year with allocation of student support funds to be determined by the department.

Non-employee Travel

Please refer to the Travel Services website for policies and procedures related to non-employee travel. Examples of non-employee travel include: invited speakers, external seminar speakers, candidates, etc.