TRAVEL SUPPORT TYPES AND CURRENT RATES, 2014-2015

Tenure-Track and Tenured Faculty

Updated Spring 2016

The travel support types detailed below are funded through the Dean’s office. Departmental funding is administered according to departmental policies and procedures. Authorization for College support must be obtained BEFORE submitting travel requests through TEM.

TRAVEL SUPPORT TYPES & DEFINITIONS

**Professional Travel** requests are made to support travel to conferences and/or meetings that fall outside the definitions of Research Travel. Examples would include travel to meetings of professional organizations in which the faculty member holds office, travel to obtain training on specialized equipment, travel to obtain information that would benefit the entire department and/or college, and travel to inform curriculum development in a specific discipline, etc. See “Current Rates” (below) for funding amounts available.

**Research Travel** requests are made to support travel for the presentation of research and research expertise. This includes the presentation of papers and posters, panel moderating, commenting on papers, etc. See “Current Rates” (below) for funding amounts available.

**Chair Travel** requests are made to support department chairs in their professional development. Chairs are allotted $600 per year, which may be added to other sources of travel funding.

**Recruitment Travel** requests are made to support travel costs for one faculty member (Chair or search committee member) to travel to a site where interviews are to take place. In some disciplines, interviewing candidates for a faculty position at a national conference is an important part of the recruitment process. Submit a memo to the Dean to make a request.

**Staff Travel** requests are made to support travel costs to support travel for staff attending job related development.

**Student Travel** requests are made to support travel to a conference or meeting where a CSE student is participating will be considered on an individual basis.

**Policies**

For All Travel

Maximum of one international or two USA/Canada trips per faculty, 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. The following policies and procedures will be in effect for CSE from July 1, 2015 until June 30, 2016.

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

**Procedures**

To request RSP travel funds, please fill out a Travel Support Request form with the following information included in the Comments/Purpose of Trip 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)

Additional travel information is available at:
- [SAAM Washington State Travel Policies](https://www.washington.edu/travel/)
- [WWU Policy](https://www.wwu.edu/policy/)

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**Diagram**

- $\rightarrow$ **CSE Travel Support Request form**
- Approval to go
- Go!
- Get reimbursed
- **TEM system: Travel Authorization**
- **Travel occurs**
- **TEM system: Travel Reimbursement**
Current Rates for RSP Funded Travel

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

Non-employee Travel

Please refer to the Travel Services website for policies and procedures related to non-employee travel.