

Revised Arts & Sciences Travel Policy

(Revised 8/27/09)

Travel to conferences is important to faculty development as well as to the promotion and tenure process. The School of Arts & Sciences actively supports faculty conference travel. The paragraphs that follow provide detailed information on the school's travel policies and funding programs.

PLEASE NOTE THAT THERE ARE IMPORTANT CHANGES THAT HAVE BEEN INSTITUTED DUE TO SCHOOL OF ARTS & SCIENCES BUDGET AND STAFF REDUCTIONS. PLEASE TAKE NOTE OF HIGHLIGHTED SECTIONS BELOW.

School of Arts & Sciences Travel Policy

The policies outlined here are for conference travel using AAUP and supplemental travel funds. Research travel is not eligible for this funding.

The amounts in the table below represent the maximum level of AAUP travel funding for the academic year, no matter how many conferences you attend. This is the combined total from both your department travel account and support from the dean's office. For budgeting purposes, the funding year extends from July 1, 2009 through June 30, 2010. This level of funding will remain in force as long as funds are available. **Given funding reductions, we cannot guarantee that supplemental School of Arts & Sciences travel funds will be available for faculty who wait to submit travel authorizations. With cuts to operational funds, faculty should assume that all supplemental funds will be allocated by the beginning of April.** As such, you should submit your travel authorization as soon as you know you will be going to a conference in order to secure travel funds.

Purpose of Travel	Maximum travel funding
Deliver paper or poster	\$1,500
Attend conference	\$750
Part-Time faculty travel	\$750

Please note the following when submitting your travel authorizations.

- All travel authorizations must be submitted to the dean's office at least 14 working days (M-F) prior to your date of departure. Due to staff reductions and resulting increases in processing time, there will be **NO SUPPLEMENTAL SCHOOL OF ARTS & SCIENCES TRAVEL FUNDS** available to faculty who fail to meet this deadline. Staffing reductions may also mean that complex travel authorizations and/or authorizations with errors may not be processed prior to departure if they fail to meet this **submission deadline**. So please plan accordingly.
- All travel authorizations must be accompanied by a completed Arts & Sciences Travel Addendum form. **Travel authorizations that arrive without an addendum will be returned**

to the department. The form can be found on the School of Arts & Sciences 'Forms' web page (<http://www.artsci.ccsu.edu/forms>).

- All travel authorizations must include a verification of your role at the conference.
 - Conference attendance only: Include a copy of a printed announcement or a web page on the conference.
 - Presenting a paper/poster and or serving as a discussant/session chair: Include documentation (letter, email, program page, or web page printout) that verifies your role in the conference.
 - If you are presenting a paper and the written verification does not include the title of your paper, please enter the title on the Arts & Sciences Travel Addendum.
- Maximum educational leave during the fall and spring academic semesters is a total of 5 class days. These are days when classes are in session, not just days when the faculty member in question is teaching.
- Maximum educational leave for those who are teaching during summer session is a total of 2 class days.
- No educational leave is allowed during the winter session for those people who are teaching winter session courses.

School of Arts & Sciences Supplemental Travel Funding Policy

The Dean's Office of the School of Arts & Sciences and many A&S departments use operating funds (so called OE money) to supplement AAUP contractual travel funds. Due to budget reductions and requests from the State of Connecticut to reduce travel spending, the School of Arts & Sciences has developed the policies that follow. Please note that these policies only apply to the use of operating (OE) funds for travel funding. They do NOT apply to AAUP travel funds.

- The use of operating funds for faculty travel within the School of Arts & Sciences will adhere to the same maximum funding levels and travel authorization requirements detailed above.
- Operating funds are limited. The School of Arts & Sciences Dean's Office sets aside a limited amount of operating funds for travel. When the designated funds have been fully allocated the supplemental travel funding program will close for the remainder of the fiscal year.
- The use of operating funds for faculty travel will be approved **ONLY** for paper and/or poster presentations at conferences. It will not be approved for attendance at conferences when no paper or poster is delivered. It will not be approved for professional development and/or workshop attendance at conferences when no paper or poster is delivered. It will not be approved for chairing sessions or acting as discussants at conferences when no paper or poster is delivered.
- Conference attendance when the only activity is a presentation as an invited/guest speaker may be funded at the discretion of the Dean or her designee. The faculty member and his/her department chair may be contacted for more information if this is the case.
- The academic merit of conferences may be taken into account in decisions concerning the use of operating funds for faculty travel. This is especially true of conferences with no

links to academic journals and/or with no links to professional organizations. Of special concern are those instances where the location and/or venue are the only noteworthy things about the conference. The use of operating funds for faculty attendance at such conferences will be at the discretion of the Dean or her designee. The faculty member and his/her department chair may be contacted for more information if this is the case.

We hope that the funding guidelines will make it easier for you to plan your trip. If you have any comments, questions or suggestions, please give me a call.

Thanks,

Brian