

Travel Guidelines Process

(Revised January 29, 1999)

Faculty travel is encouraged for tenured track and tenured faculty. The amount of reimbursement is established annually depending on the availability of funds. Travel is limited to the following guidelines:

Presentations at national conferences are encouraged; each trip is funded up to a designated amount of actual cost (university policy applies).

Presentations at local and regional conferences are encouraged but not to the extent of national conferences. Maximum allowance on these trips is a designated amount.

The maximum allowance per faculty member is designated annually by the College of Business Administrative Council assuming funds are available.

Only one faculty member can attend a conference and present the paper where there are multiple co-authors from the college.

Faculty members who participate in a conference as important committee members are subject to the same privileges under the first two conditions addressed above.

Chairing sessions, serving as discussants, attendance at workshops and tutorials, and other miscellaneous events for faculty development purposes is subject to the approval of the Dean, on a case-by-case basis subject to availability of funds.

Exceptions to these guidelines are handled on a case-by-case basis.