**The Department of Health and Human Performance**

HHP Policy and Procedure Statement: 3.05 Professional Travel Policy

Revised: September 6, 2019

Review Date: September 6, 2022 (27 paragraphs)

Reviewer: The HHP Voting Faculty

**PURPOSE**

1. The Department of Health and Human Performance (HHP) is committed to encouraging faculty travel for presenting research and scholarly activity and enhancing professional development.
2. The purpose of this document is to provide general guidelines for the distribution of travel funds among the faculty within the HHP department.
3. This policy applies to tenured faculty, tenure-track faculty, clinical faculty, senior lecturers, and lecturers employed within the HHP department.
4. The department chair, in consultation with the Travel Committee (TC), will assign the travel dollars to members of the department.
5. The assignment will be based on the annual travel budget and the supplemental travel funds provided by the Provost. Ranges of specific distribution amounts are stated beginning in paragraph 21.

**MEMBERSHIP**

1. The TC will be comprised of full-time faculty representing each academic discipline, and one at large faculty member from the HHP department.
2. Members of the TC are elected by the HHP voting faculty.

**APPLICATION PROCEDURES**

1. By the first Friday in October preceding the anticipated dates of attendance, faculty should submit to the designated HHP Travel Assistant the following documents for *each* conference to be attended: a) a HHP Department Travel Request Form, b) an abstract (if the purpose is for presenting research), and c) an acceptance letter.
2. If, by the application date, a faculty member has not submitted an abstract to a conference that he/she intends on attending and/or has not received an acceptance letter, then the faculty member is only required to submit a request form. However, once submitted and/or received, the faculty member should provide to the Travel Assistant a copy of the abstract and/or the acceptance letter, respectively. If a faculty member has a proposal rejected, then any additional research funds previously designated for that individual will be placed back into the General Travel Fund and be used to support other faculty members’ requests for travel.
3. Faculty wanting to attend more than one conference should rank their applications in order of preference.
4. Faculty may apply for reimbursement of airfare, ground transportation (e.g., auto mileage, cab fare, car rental, parking, and gas) lodging, per diem expenses, and conference registration.
5. Faculty applicants must itemize the following expenses on their forms: air fares, ground transportation, lodging, per diem expenses, and conference registration. Although the estimates may not be absolutely accurate, applicants must use, when applicable, the current figures provided by the Texas State Travel Office at the following web address: <http://www.txstate.edu/gao/ap/travel/>.
6. Improperly completed application forms will be returned to the faculty member for corrections.

**REVIEW PROCESS AND DISTRIBUTION OF FUNDS**

1. By the second Friday in October, the TC will meet to review, evaluate the requests, and make recommendations for distribution to the department chair.
2. The department chair, in consultation with the TC, will distribute travel funds according to the following criteria (listed in order of priority):
   * 1. Faculty who have scholarly papers accepted for presentation after peer-review.
     2. Faculty who are participating in a conference serving as:
        1. Conference program chairs or professional organization officers whose attendance is essential for the successful operation of the conference;
        2. Discussants in academic presentation sessions;
        3. Invited presenters for lectures and panel sessions; or
        4. Chairs of academic paper presentation sessions.

c. Faculty attending for purposes of professional development (e.g., CEUs, curriculum development, and certifications).

1. Should travel funds be available, funding requests made by faculty members for travel to conferences for purposes other than those stated in paragraph 15 may be considered. In those cases, faculty should provide in their request form a compelling reason for their attendance.
2. Should supplemental travel funds be available, the department chair, in consultation with the TC, **may increase funding for those faculty whose peer-reviewed scholarly papers have been accepted for presentation.**
3. The Travel Assistant will present the recommendations to the department chair.
4. By the third Friday in October, all applicants will receive an email indicating the amount of travel funds awarded.

**TRAVEL TO INTERNATIONAL, NATIONAL OR REGIONAL CONFERENCES**

1. If a faculty member attends an international, national or regional conference and meets one of the priorities for funding travel (paragraph 15), then the department will cover travel expenses up to $700. At the discretion of the department chair, and in consultation with the TC, the requests falling into the first priority category may receive additional funding from the supplemental travel funds provided by the Provost’s office each year to further enhance and promote faculty research activities.
2. If funds are insufficient to meet the goals stated in Paragraph 21, then the department chair, through consultation with the TC, will attempt to fund (up to $700) those faculty requests falling within the first priority category (paragraph 15), and will evenly distribute the remaining funds to those requests falling in the second and third priority categories.
3. If funds remain available, and if the faculty requests fall within the first priority category, then faculty may receive funding (up to $350) to attend additional national and/or regional conferences.

**TRAVEL TO STATE OR LOCAL CONFERENCES**

1. If a faculty member attends a state or local conference and meets one of the priorities for funding travel (paragraph 15), then the department will cover travel expenses up to $250.
2. If funds are insufficient to meet the goals stated in Paragraph 24, then the department chair, through consultation with the TC, will attempt to fund (up to $250) the faculty requests falling within the first priority category (paragraph 15), and will distribute the remaining funds on a percentage basis to those requests falling in the second and third priority categories.
3. If funds remain available, and if the faculty requests fall within the first priority category, then faculty may receive funding (up to $150) to attend additional state and/or local conferences.

**GENERAL INFORMATION**

1. The department chair and the TC will review and edit, as needed, the travel policy each year to ensure that the policy is within budgetary constraints and aligned with the university and college of education travel policies.
2. The Department of Health and Human Performance (HHP) is committed to supporting graduate student travel to support research presentations at professional conferences. Pending funding availability HHP will partially fund one conference presentation request per academic year per qualified applicant. The HHP Travel Request must be completed, submitted, and approved, prior to submitting a Travel Fund Request form to the Graduate College. HHP Graduate Student Travel Request and the Graduate Student Travel Request forms are available via the HHP website (https://www.hhp.txstate.edu/).

**Certification Statement**

This HHP PPS has been approved by the reviewers listed below and represents the HHP policy and procedure from the date of the document until superseded.

Voting Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Chair of the HHP Department

Attachment:

[HHP Department Travel Request Form](file:///C:\Documents%20and%20Settings\dk19\My%20Documents\TSU-H&HP\HHP%20PPS\Travel%20Funds%20Request.doc)