

Travel Policy

RC/PPS No. 01.12

Issued: December 2015

Revised Date: September 2024

Next Review Date: September 2026, (E2YRS)

Senior Reviewer:

01. PURPOSE

- 01.01 This Departmental Policy and Procedure Statement sets forth criteria and guidelines for faculty travel in the Department of Respiratory Care. Travel dollar allocations are based on the University-designated departmental travel budget and this departmental travel policy. This policy applies to all tenured and tenure-track faculty, NTL (clinical assistant/associate/professor) faculty and approved staff.

02. GENERAL INFORMATION

- 02.01 Faculty must comply with Texas State Travel Office policies and the State of Texas Travel Allowance Guide (<http://www.txstate.edu/gao/ap/travel/>).
- 02.02 Request for travel funds should be sent via email to the Chair with copy to Administrative Assistant(s) listing of all budget expenses requested.
- 02.03 Faculty may receive funds based off available budgeted funds.
- 02.04 Reimbursement for printing costs up to \$100 for one presentation per year are allowed beyond the limits established above.
- 02.05 Reimbursement for conference registration fees may be requested and approval is subject to budgetary constraints.
- 02.06 Travel allocation time frame is based on the University fiscal year – September 1st to August 31st.
- 02.07 The Respiratory Care Department chair shall notify faculty members if deviation from this policy is needed to address unusual budgetary circumstances.

03. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS RC/PPS

- 03.01 Major responsibilities for routine assignments associated with this PPS include the following:
- a. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y.

04. CERTIFICATION STATEMENT

04.01 This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Chris Russian
Reviewer: [Chris Russian \(Oct 30, 2024 08:42 CDT\)](#) Date: 10/30/2024
Personnel Committee Representative

S Gregory Marshall
Approved: _____ Date: 10/30/2024
Department Chair