

Professional Travel Policy

CI PPS No. 09.01.05

Effective Date: October 18, 2024

Review Cycle: E3Y

Next Review Date: October 18, 2027

Sr. Reviewer: CI Personnel Committee

Committee Member

01. PURPOSE

- 01.01 The Department of Curriculum and Instruction (CI) is committed to encouraging faculty travel for presenting research and scholarly activity and enhancing professional development.
- 01.02 The purpose of this document is to provide general guidelines for the distribution of travel funds among the faculty within the CI department.
- 01.03 This policy applies to full-time tenured faculty, tenure-track faculty, clinical faculty, senior lecturers, and lecturers employed within the CI department.
- 01.04 Travel funding will be based on the annual travel budget and the supplemental travel funds provided by the Provost.

02. APPLICATION PROCEDURES

- 02.01 At the beginning of each semester (Fall, Spring, and Summer), a date will be determined and communicated to the faculty as the deadline for travel proposals for that semester. By that deadline, faculty should submit the Department Travel Request Form for each conference to be attended.
- 02.02 Faculty may apply for reimbursement of airfare, ground transportation (e.g., auto mileage, ground transportation, car rental, parking), lodging, per diem expenses, and conference registration. After approval, airfare can be booked with university pre-payment through the Texas State travel system.

Travel monies cannot be used to pay for membership dues, even if included in the price of a conference registration.

Even if faculty are not requesting reimbursement, completing the Travel Request is still required.
- 02.03 Faculty applicants must itemize the following expenses on their Travel Request: 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.

Include conference agenda upon return for reimbursement.

02.04 Improperly completed application forms will be returned to the faculty member for corrections.

03. REVIEW PROCESS AND DISTRIBUTION OF FUNDS

03.01 The department chair will inform faculty of their travel allotment at the beginning of the academic year. Travel allotments will be equitably distributed amongst tenure line faculty and faculty of instruction. Funds will be distributed for the following purposes: (listed in order of priority):

a. Faculty who have scholarly papers accepted for presentation after peer-review.

b. Faculty who are participating in a conference serving as:

i. Conference program chairs or professional organization officers whose attendance is essential for the successful operation of the conference;

ii. Discussants in academic presentation sessions;

iii. Invited presenters for lectures and panel sessions;

iv. Chairs of academic paper presentation sessions;

v. Leadership positions (e.g. Chairs of a SIG or elected committee service member)

vi. Award recipient.

03.02 Should unused travel funds be available, funding requests made by faculty members for travel to conferences for purposes other than those stated in paragraph 03.01 may be considered. In those cases, faculty should provide in their request form a compelling reason for their attendance.

03.03 Should additional travel funds be available, the department chair shall inform faculty of remaining funds for application which will be equitably and transparently distributed to increase funding for those faculty whose peer-reviewed scholarly papers have been accepted for presentation.

04. REVIEWERS OF THIS PPS

04.01 Reviewers of this PPS include the following:

<u>Position</u>	<u>Date</u>
Chair, Department of Curriculum and Instruction	October 18, 2024
Appointed Personnel Committee Member	October 18, 2024

05. CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in their official capacities and represents Texas State Department of Curriculum and Instruction policy and procedure from the date of this document until superseded.