

Section: Undergraduate Student Policies

Policy Number: 730.1

Subject: Faculty Travel Rules

Effective Date: ?

## PSYCHOLOGY DEPARTMENT

### FACULTY TRAVEL RULES

- 1) The fiscal year for travel allocations starts with the beginning of the University's fiscal year (July 1<sup>st</sup>). Funds for faculty travel will be taken first from the Faculty travel endowment / spendable account and then from other sources as appropriate.
- 2) The amount of funds available will be \$1,500 per faculty member per fiscal year (assuming available financial resources). Faculty may choose to have funds accrue for one year, thus having \$3,000 to use in a fiscal year. Funds may not be carried over more than 1 year.
- 3) Except as noted below in #6, faculty must be presenting at a professional conference in order to receive travel funding. A copy of the official acceptance should be attached with the travel funding request.
- 4) The application ***must*** be submitted at least 2 weeks before the travel date. Faculty who do not meet this deadline will not be approved for travel funds.
- 5) Faculty must provide copies of receipts for all reimbursable expenses (except meals reimbursed using the per diem rates) within 2 weeks after they return. Faculty failing to follow this procedure will forfeit their award.
- 6) At the department head's discretion, faculty may receive travel funds when they are not presenting. This will typically be for program directors attending training meetings but may include other professional travel consistent with a faculty member's role (e.g., faculty on a teaching role statement traveling to teaching-focused conferences). In addition, faculty who travel for national leadership positions and do not have this travel covered by another organization, may receive up to \$750 for one trip per year. Funding for these trips will be reviewed on a case-by-case basis.
- 7) Eligible costs
  - a. Mileage
  - b. Parking (long-term/ economy only)
  - c. Shuttle / cab fare

- d. Airfare
  - e. Baggage fees
  - f. Meals (per diem or actuals; credit card and itemized receipts required for actuals)
  - g. Hotel room charge and associated taxes
  - h. Conference registration
  - i. Costs for printing of posters
  - j. Airplane and hotel internet connection fees
  - k. International travel insurance
- 8) If faculty travel internationally to collaborate for USU related work that is consistent with their role and all costs are being paid by a non-USU source, the department will pay the SOS insurance fee if the faculty member cannot cover this with other funds. The insurance fee will not be counted as part of the regular travel allowance.
- 9) If faculty choose to do so, travel funds may be used to cover open access journal fees in a peer-reviewed journal in which a faculty member is publishing. Faculty may use up to \$1,500 in a fiscal year for these fees. The amount used for journal fees will be deducted from available travel funds (e.g., if a faculty member uses \$1,000 for open access fees, \$500 will remain for travel).