

03.FAC.21
TRAVEL GUIDELINES

(Revised January 29, 1999)

(Revised April 2012)

(Revised and Approved by COB Faculty March 9, 2018)

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:

All travel requests must be submitted to the Department Chair, who will then submit the Academic Conference Travel Approval Form to the Dean.

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

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, as approved by the Dean.

Only one faculty member will be approved for funding to 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 by the Dean on a case-by-case basis.

Faculty members are issued debit card by TAMUCC that can have the travel funds placed in the account prior to travel upon approval by the Dean. All expenses for the trip are to be submitted electronically through the TAMU Concur website, which is submitted by the TAMUCC representative.

International travel requires additional approvals. For more information about international travel policies, contact the Dean's Office.