

PCOE Professional Travel Guidelines

[October 2018]

Professional travel is a part of employment and the institution wants to protect its employees. To do this, travel guidelines and processes are implemented to ensure that the institution is aware when faculty are traveling for professional purposes. Faculty are expected to notify the institution when traveling professionally, regardless of the request for financial support or for no financial support and regardless if they receive early notification or late notification. Faculty who refuse to follow the guidelines should not expect financial support and should be aware that they may not be covered by SFA insurance coverage while traveling.

The SFA Travel Guidelines indicate that approval for travel optimally occurs 7 days prior to travel.

Early Notification of Necessary Travel

When faculty learn they have the opportunity to travel professionally AND are asking for financial support, they should submit the travel request at least 3 weeks prior to the travel date. This allows two weeks for the academic unit's and dean's offices to get the travel request processed so that it gets to the SFA travel desk prior to the requested approval occurring 7 days prior to travel.

Travel that requires no financial support (zero dollars) should follow the same guidelines as above.

Late Notification of Necessary Travel

When faculty learn about necessary travel inside of the three weeks, they should immediately request travel and should make note of the late notification of the necessity to travel. If the travel is a zero dollar (no financial support), then it should be approved for the faculty to be covered for insurance purposes. If the faculty is requesting financial support for late notification of necessary travel, then the unit head has two choices: (1) approve the financial support request based on the particular circumstances; OR (2) deny the financial support request, BUT approve a zero dollar travel so that the faculty will be covered for insurance purposes should the faculty choose to travel.

Late Notification of Necessary Travel while Traveling or After Travel is Completed WILL NOT BE APPROVED.

At this point in time, faculty with early notification of necessary travel should NOT expect financial support when they submit the travel request inside of three weeks. Of course, exceptions may be made based on circumstances; those exceptions need to be defensible. If the unit head approves an exception, please provide the rationale in the comments box prior to approval so that the dean's office will have that information as a consideration point.

If faculty continue to refuse to follow these guidelines, then note this refusal to follow this policy in the administrative evaluation.