

# College of Arts & Sciences

## Faculty Conference Travel Policy for 2003-2004

**Purpose.** In recognition of the importance of presenting original research at recognized, professional conferences, the Dean retains a fund to encourage and support faculty travel. The Faculty Conference Travel Policy (FCTP) describes the procedures for accessing this fund.

**Eligibility.** All permanent faculty of all ranks are eligible for the FCTP. Faculty on sabbatical are eligible. Faculty on Leave Of Absence and adjunct faculty are not eligible.

**Support Levels.** The FCTP provides a base level of funding for conference travel. These funds may be augmented by chair's discretionary funds, grant funds, grant overhead funds, and, of course, personal funds. In the past, approximately 50% of faculty travel has been funded by the college with about 20% from chair's discretionary funds, and the remaining from other sources including SEED requests from DSRT/overhead funds, provost's awards, etc.

From July 1, 2003, through June 30, 2004, faculty may be reimbursed for up to \$500 from the FCTP if presenting a paper<sup>1</sup> at a nationally or internationally recognized conference, or \$300 if attending but not presenting at such a conference. The corresponding levels of support for regional conferences are \$150 and \$100, respectively. Faculty presenting a paper may request up to \$300 in additional support if attending a major international conference overseas. Tenure-earning professors are eligible for an additional \$300 towards a second conference if they are presenting papers at both conferences and both are recognized nationally or internationally.

**Management.** Before travel is undertaken, a Travel Authorization Request (TAR) must be prepared for evaluation and approval by the department chair. Subsequently, it is submitted to Gilda Ruiz, Coordinator of Administrative Services. Upon approval in the Dean's Office, the TAR is forwarded to the University Controller for processing. **Faculty should not purchase an airline ticket prior to obtaining TAR approval. If the travel is not authorized or the level of desired funding is not approved, the faculty member will be liable for full or partial cost of the airline ticket.**

Faculty members must submit the travel reimbursement forms and accompanying documents within one week of completing travel. TARs for travel through June 30, 2004, must be submitted by April 4, 2004. Requests for supplements for international conference travel should be submitted with the TAR. All travel procedures and reimbursements are subject to the University travel policies and procedures available at <http://www.fiu.edu/orgs/controller/travel1.htm>.

Questions about travel procedures can be addressed to Gilda Ruiz, the Coordinator of Administrative Services (x2039; [Ruizg@fiu.edu](mailto:Ruizg@fiu.edu)). The FCTP is administered by Dr. Ken Furton, Associate Dean for Budget & Facilities (x6546; [furtonk@fiu.edu](mailto:furtonk@fiu.edu)), to whom questions of policy can be addressed.

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<sup>1</sup>With the approval of the chair and associate dean, other forms of significant participation, such as serving as a symposium discussant, program chair, or association officer may substitute for presenting a paper.