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# TRAVEL POLICIES AND PROCEDURES

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## Statement of Purpose and Funding Guidelines

**FACULTY SENATE, AS MEMBERS OF TMCC, AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION, RECOGNIZES THE RIGHT OF ALL ELIGIBLE FACULTY MEMBERS TO APPLY FOR AND RECEIVE PROFESSIONAL DEVELOPMENT FUNDS, IRRESPECTIVE OF CAMPUS AREA, RELIGION, SEX, CREED OR SEXUAL ORIENTATION. APPLICATIONS ARE EVALUATED SOLELY ON MERIT AS DETERMINED BY ESTABLISHED CRITERIA.**

Faculty Senate recognizes the importance of continuing professional development of TMCC faculty. Faculty are hired with a wealth of knowledge that makes us all effective in our individual, professional capacities. However, knowledge base, pedagogy and other field-specific skills are changing rapidly for all of us. Faculty Senate demonstrates its commitment to this ongoing development by reviewing and funding professional development experiences that incur out-of-state travel expenses. This reimbursement includes not only direct travel expenses incurred by the faculty, but also any workshop or conference fees (currently, combined travel and fees are a maximum reimbursement of \$750). **Use of Faculty Senate Out-Of-State Travel Funds for Professional Advancement must meet Board of Regents Code (BOR Procedures and Guidelines Manual, Chapter 5, Section 9).**

While Faculty Senate recognizes the need for individual faculty to remain up-to-date in their field to be effective and sustained in their respective fields, we also recognize the importance of travel activities that focus on institutionally based goals. These travel activities may or may not contribute to the professional development of individual faculty but are essential to the ongoing business of the college. Some common examples of these may include articulation conferences, accreditation meetings, and ongoing program development activities. We recognize that there are alternative budgeting allocations in various areas of the college that can allow for institutional goals to be met.

While institutional travel is recognized as both important and essential to the development of the institution as a whole, Faculty Senate recognizes the need to maintain faculty professional development as a primary goal in the funding of out-of-state travel monies. Faculty Senate Out-Of-State Travel funding is both limited and solely dependent upon administrative support and funding.

Given the limited budget allocations to the Faculty Senate and the availability of alternative budgeting means for institutional development travel, Faculty Senate Out-Of-State Travel Requests must focus on the ongoing professional development of the faculty member. Institutional development travel requests should go to your Dean, Vice President, or other Administrative Personnel. Consequently, Faculty Senate cannot accept primarily institutionally based travel activities for Faculty Senate Out-Of-State Travel funds.

This being said, the goals of the institution are neither separate nor distinct from faculty professional development, but can and often do overlap in many ways.

Therefore, one of the more important and most challenging decisions of the recommending committee is to determine whether travel is the responsibility of the Institution or that of the Faculty Senate. To help faculty to better understand this process, and to help predict likely outcomes by the committee, examples of both Faculty Senate Travel and Institutional Based Travel are listed below:

## Faculty Senate Travel (FUNDED)

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Primarily meets the ongoing development needs of the faculty and is not the ongoing responsibility of the institution, School or department.

- Attendance of conference in one's field or related field
- Attendance of workshop in one's field or related field
- Presenters/officers with denied travel requests
- Other "primarily faculty development travel"

## Institutional Based Travel (NOT FUNDED)

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Primarily meets the ongoing institutional needs of TMCC, and may or may not help the faculty member develop within their profession.

Examples Include:

- Articulation related travel
- Accreditation related travel
- Administrative Development related travel
- Ongoing training required for current programs related travel
- Other "institutional" based travel

## Out-Of-State Travel Guidelines

1. Applications will include three forms:
  - a. The Employee's Travel Request Form
  - b. The Travel Checklist Worksheet Form
  - c. Out-Of-State Travel Application checklist
2. Other necessary information:
  - a. You must provide a separate, one page justification (300-500 words) that discusses how this experience benefits the students, the overall college and your professional development.
  - b. Detailed information of the workshop/conference must be provided for example a workshop/conference brochure, a workshop schedule, etc.
3. Applications must:
  - a. Present a legitimate travel request.
  - b. Meet deadlines for fall, spring or summer semesters. Deadlines will be announced during summer of each academic year.
  - c. Include department chair/director's signature on the Travel Request Form.
  - d. Include dean's signature on the Travel request Form.
4. The maximum Faculty Senate Out-Of-State Travel allotment is \$750.
  - a. Faculty can travel on Faculty Senate monies once a year.
  - b. Disbursements will be paid in proportion to the number of approved requests, i.e. if \$7,000 is earmarked to the Faculty Senate for a given semester and ten requests were approved (all with more than \$750) then \$700 would be allotted to each approved request. However, every attempt to meet legitimate requests will be made up to \$750.

5. Your Purchase Card can be used to prepay the following:
  - a. Hotel
  - b. Registration fees
  - c. Car rental
  - d. Per diem (meals)
6. Completed Travel Claim Forms must be submitted to the Controller's Office within fifteen (15) days of travel for reimbursement.

Please follow all approved TMCC travel guidelines, which can be accessed at

<http://www.tmcc.edu/controller/procedures/travel>

## **EMPLOYEE TRAVEL REQUEST FORM**

The most current version of this form can be found online on the Controller's document and form's Web page:

<http://www.tmcc.edu/controller/downloads>

For questions, contact:

Lee Bale  
Faculty Senate Administrative Assistant  
Telephone: 775-674-7912  
Faculty Senate Office – TMCC Dandini Campus, RDMT 212

## **NOTES**

1. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING!**
2. Faculty submitting an application for Faculty Senate Travel Funds are first required to seek department funds before submitting an application for Faculty Senate travel funding. If department funds are unavailable, enter "0" (zero). Faculty Senate travel funding will still be considered.
3. The travel application must have the appropriate signatures.

# TRAVEL WORKSHEET

**ALL INFORMATION FIELDS MUST BE COMPLETED:**

|   |           |
|---|-----------|
| <b>TRAVELER NAME</b>  |           |
| <b>CONFERENCE/<br/>WORKSHOP<br/>TITLE</b>   |           |
| <b>LOCATION</b>   |           |
| <b>Registration Fees</b>  | \$        |
| <b>Lodging</b> (Number of days × \$ per day)<br><b>Note:</b> The hotel rates differ by travel location. View the hotel rate for your primary destination to determine which rate applies. A memo must be sent in advance to the Controller's Office requesting approval of a higher hotel rate. | \$        |
| <b>Air Transportation</b>   | \$        |
| <b>Car rental/shuttle/taxi</b>  | \$        |
| <b>Per Diem</b><br><b>See table below</b><br><b>Note:</b> The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.  | \$        |
| <b>Other costs</b> (if applicable)  | \$        |
| Department Funds <b><u>(MUST BE COMPLETED. IF ZERO, ENTER "0")</u></b>  | \$        |
| Faculty Senate Funds  | \$        |
| <b>TOTAL TRAVEL EXPENSE</b>   | <b>\$</b> |

## Per Diem (Meals and Incidental Expenses - M&IE) Allowance Breakdown FY 09 & FY 10

|                                  |             |             |             |             |             |             |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Continental Breakfast/ Breakfast | 7           | 8           | 9           | 10          | 11          | 12          |
| Lunch                            | 11          | 12          | 13          | 15          | 16          | 18          |
| Dinner                           | 23          | 26          | 29          | 31          | 34          | 36          |
| Incidentals                      | 5           | 5           | 5           | 5           | 5           | 5           |
| <b>M&amp;IE Per Diem Total</b>   | <b>\$46</b> | <b>\$51</b> | <b>\$56</b> | <b>\$61</b> | <b>\$66</b> | <b>\$71</b> |

The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.

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# OUT-OF-STATE TRAVEL APPLICATION CHECKLIST

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ALL FORMS MUST BE COMPLETED FOR THE TRAVEL REQUEST TO BE CONSIDERED.

- I have met the Faculty Senate Deadline for this travel period.
- I have included a **fully completed** Employee's Travel Request (which includes department funds).
- The Employee's Travel Request has the **needed signatures**:
  - Myself
  - Chair
  - Dean
- I have included a minimum one-page justification for travel, using the following headings:
  - Benefit to Personnel/Professional Development
  - Benefit to TMCC students
  - Benefit to Department/Instructor
- I have included copies of conference information including brochures, dates, location, specific registration, posters, exhibits, workshops, etc.
- I have completed and included the Travel Worksheet, including expected costs for the following:
  - Air
  - Car/Taxi
  - Per Diem
  - Hotel
  - Registration Fees
  - Other

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name