

## **Faculty Travel Guidelines**

The University of Tampa recognizes the value of ongoing professional development and academic achievement. Thus it offers funding for three categories of travel, seeking thereby to encourage the broadest faculty involvement in such activities:

- Category 1:** Travel for professional development
- Category 2:** Travel for official conference, or exhibition, participation (supporting documentation required)
- Category 3:** International travel for official conference, or exhibition, participation (supporting documentation required)

Prior to any travel—or the incurring of travel expenses—faculty must submit a travel request form (and appropriate program documentation) to their respective academic dean or associate dean and receive written approval of the request.

If international travel is involved, the approved travel request form must also be forwarded to the International Programs Office (which monitors any travel advisories). In planning for international travel, faculty with U.S. passports should note that travel can be denied if the passport will expire within six months of the date of return. Also, faculty holding U.S. passports are responsible for acquiring all necessary visas, immunizations, re-entry documentation and/or other essential documentation prior to travel. It is also the responsibility of each faculty member to officially register at [www.travel.state.gov](http://www.travel.state.gov) with the U.S. embassy or consulate in the country or countries he/she is visiting. Confirmation and proof of the registration process must be forwarded by the traveler to the International Programs Office.

A standard monetary allotment will be attached to each category of travel:

- Category 1:** The standard allotment for this category will be established at the start of the annual travel request cycle.
- Category 2:** The standard allotment for this category shall be 125% of the standard allotment for Category 1 (should an eligible request require it).
- Category 3:** The standard allotment for this category shall be 175% of the standard allotment for Category 1 (should an eligible request require it).

The allotment will be increased beyond the standard allotment in individual cases, when justified, as determined by the Dean.

In addition to the items listed in the University of Tampa Travel Policy, both registration fees and passport and visa costs will be reimbursed.

Upon returning from university-supported travel, faculty must submit receipts and a completed travel expense report to the appropriate staff assistant for processing and reimbursement.

The budget (fiscal) year for travel runs from June 1<sup>st</sup> to May 31<sup>st</sup> of the succeeding calendar year. Thus, requests for travel in June, July and August should be initiated by April 1<sup>st</sup>. All travel for a given fiscal year must be completed by May 31<sup>st</sup>. If a faculty member receives approval for a standard travel allotment but does not use it, that allotment does not carry over to the succeeding budget (fiscal) year.

After December 1st, any funds that have not been allocated can support second travel requests by faculty. However, first time travel requests will always have priority over second travel requests.