

Faculty Travel Policy Fall 2021

Carthage College is committed to supporting the professional growth and development of faculty at all stages of their career. Travel to conferences is one way in which Carthage supports faculty growth. Faculty are encouraged to present their scholarly and creative work at professional conferences and to be engaged in the professional organizations and associations that represent their discipline, the improvement of teaching, and the general interests of higher education. The primary responsibility for the wise and appropriate selection of occasions for faculty travel falls to the individual faculty member in consultation with the department chair and divisional dean.

Availability of Funds:

All full-time faculty are eligible to apply for Travel Funding from the Provost's office. Part-time faculty, including limited term appointments and adjunct faculty, are not eligible for funding. Post-doctoral fellows should consult their appointment letter.

Eligible faculty members may be allotted up to \$2,000 during the fiscal year (July 1, 2021 - June 30, 2022). This maximum can be reimbursed for a single conference, performance or exhibition, or for several smaller ones. Unused funds cannot be used in a subsequent year, as funds do not roll over year to year.

Workshops for continuing education credits and certifications, and other sorts of training workshops will be considered on a case-by-case basis, but should be directly related to teaching, service, or scholarship. If approved, travel funds for these sorts of activities will be deducted from the annual \$2,000 allotment.

Approval for Travel: No individual will be reimbursed for travel expenses unless they have obtained prior approval from the department chair, divisional dean and Provost's office to incur such expense, and have submitted the proper request for reimbursement at least two weeks prior to the proposed travel. Requests must be submitted using the Professional Travel Request Form found here: <https://www.carthage.edu/live/forms/486-1> at least two weeks prior to the date of travel. Requests submitted after the deadline may not be funded. Early requests are always welcome. *Upon review, Carthage may not approve travel to locations under Level 3 or Level 4 advisory on the US Department of State Travel Advisory list

(<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>).

Travel Guidelines

- **During final exams week:** It is the expectation that faculty utilize the final exam time to complete the activities for courses. As long as travel does not interfere with scheduled exams, it will be considered. If there is a conflict, travel will be approved only under unusual circumstances.
- **During any semester:** Travel should be limited so that no more than one week's total of any course is missed. Faculty members should consult with their department chair and dean to plan for remote teaching or substitute teaching so that the student experience is not diminished.
- **During J-term or Summer:** J-term and Summer courses often meet on a compressed timeline compared to regular semesters. During these terms, travel should be limited so that no more than the equivalent of one semester week's total of any course is missed.

Travel Reimbursement for Expenses: Faculty with approved travel expenses should submit them for reimbursement in the Workday system under “create expense report.” Receipts are required for all reimbursable expenses. For additional guidance on allowable expenses and reimbursement, please refer to the Carthage College Travel Policy 2021: <https://www.carthage.edu/live/files/58-2021-travel-policypdf>. Details on creating an expense report and uploading receipts through Workday can be found in Workday under [learning/topics/workday job aids](#).

Allowable and Unallowable Expenses

Faculty are expected to follow the guidelines for travel and reimbursement that are set out in the *Carthage Campus Travel Policy*.

Cancellation Policy

In the event that a faculty member is unable to travel to a conference due to a cancellation of the conference (e.g. due to severe weather emergency, personal or family emergency, illness), the Provost's Office will work with the faculty member to try to obtain refunds for expenses paid (registration fees, prepaid hotel, etc.). Any costs for which reimbursement is not given can be covered by the institution; however, faculty should note that these costs will count toward the faculty member's allotted travel

budget for the year.

Faculty members who do not have an emergency or illness and decide not to attend a conference will not be reimbursed for their out-of-pocket expenses and may owe money to the College for expenses paid by the institution.