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Academic Affairs  
*Faculty Senate*

## **IN-STATE TRAVEL FAM 670.5**

*A faculty member* may travel in state on an academic workday\* to attend professional meetings provided the College Dean approves. Requests for in-state travel funds are submitted to College offices on travel request forms. Present State regulations allow \$46.00 per diem for meals, lodging, and incidental expenses in a 24-hour period. Conferences registration fees up to \$50.00 can also be reimbursed; for fees in excess of this amount, or for more than two faculty members at any single conference, prior authorization must be secured from the President's designee (the Vice President for Academic Affairs/Provost).

Whenever possible, faculty are urged to use State vehicles available through the College. If a private auto is used for in-state travel, reimbursement is provided according to a schedule established by the State.

\* Academic Work Days include: instructional days, preparation days, examination days, registration days, evaluation days, commencement, and other days scheduled for such purposes as faculty and departmental conferences, committee meetings, faculty development activities, etc.