

OUT-OF-STATE TRAVEL FAM 670.6

A faculty member planning to travel out of state, on an academic workday* or when any part of expenses are to be paid by the State, must submit a Request for Chancellor's Office Approval (to leave the state) form. This form should be approved by the College Dean and the Vice President for Academic Affairs/Provost in advance of travel.

When out-of-state travel is undertaken in fulfillment of duties as a State employee, any honorarium or fee paid to the employee from an outside source for work done during regular working hours would be in violation of the law. Therefore, the employee may either refuse the honorarium or fee and obtain approval for the travel, receiving regular compensation, or the employee may request a leave of absence without pay and accept the honorarium or fee.

If the travel extends over a number of days and the honorarium or fee is connected only with a service rendered on one particular day, the employee may elect to accept the fee and not receive State salary for that day.

If the service is rendered by the employee after regular working hours, the employee may submit a certificate stating that the fee received was for services performed after regular working hours and may, thus, be permitted also to receive State salary for that day. (UCAM 723)

Limited funds are available for out-of-state travel to participate in professional activities. To be eligible for out-of-state travel funds, faculty must actively participate in a professional meeting as chairman of a panel, panel discussant, officer of the organization, or presenter of a paper. Funds are also available for trips certified by the President as essential to the College's operations.

The allocation of out-of-state travel funds is the responsibility of the College Dean. All requests for funds should be initiated at the College Office on forms provided for that purpose.

To request out-of-state travel, a faculty member should:

1. Obtain substantiation of the purpose of the trip (e.g., a letter from the organization, a copy of the program which will indicate the nature of active participation).
2. Obtain from the College Office: (a) "Faculty Request for Out-of-State Travel Funds" (2 copies).
3. Complete the forms and forward them, with substantiation of the purpose of the trip, to College Office in time to meet deadlines set by the College.

The College Dean will notify faculty of his action on each out-of-state travel request. When the College Dean approves payment of full airfare, the College or Department/School Secretary will order tickets through the College Business Office.

When the Dean approves only partial payment, the faculty member will make his/her own travel arrangements and may request an advance through the College or Department/School Secretary.

No more than 30 days after completing the trip, the faculty member will provide the transportation ticket stub to the College or Department/School Secretary who will initiate the Travel Claim.

* 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.