

Arts and Humanities Travel Policy **Effective 8/21/17**

The College places a high value on the scholarly and creative activities of our faculty. Support for travel related to scholarly endeavors and creative activities is thus a College priority. Because of limited funds and a need to fairly distribute limited resources, not all faculty travel can be supported and limitations on reimbursements are a practical necessity.

I. Travel Related to Scholarship and Creative Activities (T/TT faculty)

Supported activities include:

Conferences: Typically faculty should be presenting at the conference, but support also considered for conference organizers.

Research: Includes research at libraries, archives, collection of data, etc. when part of an ongoing research program that has or will result in publications.

Creative Activities: Exhibitions, performances, etc.

Reimbursement allowed for two trips per academic year.

Local (south of Santa Barbara): Conference fee; Hotel and Transportation costs only if not in LA County

US: Airfare + Conference fee + Hotel. Limited to \$1500 maximum per trip.

International: Airfare + Conference fee + Lodging. Limited to \$2000 maximum per trip.

No per diem, mileage, transportation to/from airport and hotel, parking, etc., except when using startup funds or professional development funds.

Faculty are limited to two reimbursed trips per year.

Travel requests submitted to the CAH Dean's Office 30 days in advance for domestic travel and 45 for international. No exceptions. Retroactive travel requests are automatically denied.

When submitting travel request, faculty must also submit appropriate documentation of the purpose of the trip.

Depending on availability of funds, second travel reimbursement may be limited.

Probationary faculty with startup funds must exhaust those funds first. There is no limit on the amount claimed for travel or the number of trips funded from startup funds.

To request travel, email the Dean with the appropriate materials.

Comment: The primary purpose of these funds is to support research and creative activities required for the RTP process, including post-tenure review. As such they are limited to Tenured and Tenure Track faculty.

II. Dean's Discretionary Support for Professional Development

Typically includes attending a conference related to a University initiative (assessment, advising, high impact practices, etc), attending a workshop (Chair's development, fundraising, etc), attending a disciplinary council meeting (English Council, etc.), and similar types of events.

Typically no more than one trip per year. Level of funding is at discretion of Dean, but may be fully funded, including airfare, conference fee, per diem (meals), mileage, local travel, and parking. Regrettably, not all requests can be fully funded.

Travel requests submitted to the CAH Dean's Office 30 days in advance for domestic travel. No exceptions.

Probationary faculty with startup funds need NOT exhaust those funds first.

Comment: Travel that falls into this category is typically for chairs and others in leadership positions. It is not intended to support scholarship or creative activities.

III. Other Cases

Special requests can be made to the Dean. Examples might include travel related to a sabbatical leave, travel partially funded by a grant, travel to receive an honor, a trip that combines multiple conferences, etc. This also includes travel by lecturers. Full-time lecturers should negotiate travel support at the time of appointment or reappointment.

The Dean also reserves the right to fund travel that advances the goals of the College, for example, travel related to accomplishing objectives set out in the strategic plan. This includes selecting the faculty who will participate.

The College does not typically fund travel for students. Departments may, however, fund this from their OE&E or from other sources, such as IRA.

Updated policy endorsed by A&H Chairs Council, 8/14/17

Updated policy approved with modifications by Dean 8/21/17