Guidelines for Travel Funding in CLA

Reimbursement for professional travel in the College of Liberal Arts falls within the University System of Maryland’s “Policy on University System Travel.” Among other things, this policy requires that all travel be documented, that pre-approval is required for out-of-state travel, that travelers make bookings representing the least expensive logical fares, that other acceptable expenses be reasonable and subject to established per diem rates or limits, and that alcohol and flight insurance are not reimbursable. No expenses occurred because another person joins the faculty member on the trip are reimbursable.

Within this wider framework, Towson University and the College of Liberal Arts establish other guidelines and procedures. Changes in resources, or circumstance, or administrative outlook may lead to adjustments in these decisions, as may the preferences of faculty as expressed through governance processes within the colleges. The stipulations below reflect guidelines for travel currently in place in CLA.

- Faculty members must obtain approval prior to departure for out of state travel, as specified in the USM policy. Approval is acknowledged through a completed travel form signed by both the department chair and the Dean.
- Each fulltime faculty member is eligible to seek reimbursement for approved travel expenses up to a maximum of $1,000 each year. Reimbursement may be made for one trip or for multiple trips within this limit. CLA faculty have confirmed by discussion and vote that access to funds shall be the same for all fulltime faculty regardless of the different levels of expense that may be associated with particular conferences and locations.
- Faculty are eligible for travel reimbursement when they attend a professional meeting as a participant involved in the program and when they provide evidence of that participation, usually in the form of a published program or an official confirmation letter identifying the faculty member with a specific paper or poster presentation. Funding may also be provided for other substantive roles, such as service on a significant committee or board that will meet during the conference, at the discretion of the Dean.
- Although a paper may be co-authored or research conducted jointly, only one faculty member will be funded for the presentation of a paper or poster to discuss that work at a specified conference.
- Faculty members should minimize the number of class days missed to attend conferences during any semester or academic year and remind mindful of the guidelines
document “Faculty Responsibilities: Meeting Classes and Absences from Classes” on the Provost’s web site. When required by these guidelines, requests for travel approval that involve faculty members missing one or more class periods must include a statement of class coverage arrangements accepted by the chair. Faculty may not be reimbursed for the cost of housing or meals on days added to their itineraries beyond the dates of the conference.

- Faculty on sabbatical are considered fulltime faculty. Faculty on a Leave without Pay are not normally considered fulltime faculty. Faculty on an Unpaid Leave of Absence to accept a Fellowship or other grant should normally be funded for any travel through the granting agency.

- The guidelines above apply to the regular program of travel support using state operating funds with the college-wide budget. As resources permit, departments may contribute additional funds for individual faculty travel at their discretion. Fulltime faculty who have acquired grant funds that include travel, who have support from discretionary funds, who are funded by the Provost’s Office or from elsewhere to perform particular services for the University, or who otherwise have the use of funding that is not part of the CLA operating budget, may apply such funds to travel costs as a supplement to the funds received through the travel program of the College.

Questions about travel guidelines may be directed at any time to the Office of the Dean.