

**Division of Academic Affairs**

**Procedure Number:** PAS-2019-01

**Approved By:** Academic Senate Executive Committee

**Effective Date:** 2 October 2019

Page 1 of 2

**Procedure for Allocating Travel Funds to Faculty**

**PURPOSE:**

President Beck has allocated travel funding to support faculty research, scholarship, and creative activity (RSCA). These funds will be managed by the Provost's Office. This document describes the process by which those funds will be allocated.

**PROCEDURE:**

**Accountability:**

Provost's Office, Dean of the School of Arts & Sciences, Dean of the School of Education, Dean of the MVS School of Business and Economics, Dean of the Library

**Applicability:**

All faculty, Chairs, Deans, Provost

**Procedure Text:**

**Travel for Tenured and Tenure-track faculty**

Every tenure-track/tenured faculty member is eligible to receive a \$1200 travel budget (those who already have a contractually guaranteed travel budget do not receive an additional \$1200) from this pool. Following CSU policy (i.e., Executive Order 688, [1]) travel that satisfies at least one of the following will be eligible for reimbursement: (a) a trip is certified by the president or designees to be essential to campus operations; (b) the trip relates directly to campus programs including development activities and objectives; (c) the trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an association or society officer; or, (d) the trip has as its primary purpose recruitment of faculty and administrative personnel.

These criteria are interpreted broadly to include professional development that benefits the academic mission of the institution and travel associated with the mentoring of students in RSCA.

Appropriate documentation must be submitted with the travel request [2]. Program Chairs will review travel requests for accuracy and compliance and forward to their Dean for final approval. Those request for these travel funds which meet the above criteria can expect to be granted funding.

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Page 2 of 2

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## **Travel for Lecturer Faculty**

Each school will establish a separate pool of funds to support travel for lecturers. Lecturer travel must meet the same criteria outlined above. Budget for lecturer travel will be determined by the Dean, and travel awards will be determined at the School level according to a process based on Executive Order 688 [1] and the principles of shared governance.

## **Additional Travel**

A separate pool of funds in the Provost's Office will be established to provide additional funding for faculty members who may be accepted to more than one meeting or who might want to apply for funds to support research travel. Faculty may apply for up to an additional \$1000. Proposals will be evaluated by a peer-review committee that will be constituted by the Academic Senate and the Provost.

For all, international travel must meet Executive Order 688 criteria [1]. All other CSUCI travel policies apply: <https://www.csuci.edu/procurement/travel/travel-policies.htm>

## **Review of this Procedure**

This procedure will be reviewed annually by Senate Executive Committee along with a report of how these travel funds have been used.

**EXHIBIT(S):**

[1] Executive Order 688 on Approval of Travel Requests,  
<https://calstate.policystat.com/policy/6870085/latest/>

[2] A travel request may take the form of a Travel Authorization.