

SLCC English Department Travel Reimbursement Policy

Passed November 11, 2011

To support the professional development of the full-time faculty members in the SLCC English Department, the department has established the following travel reimbursement policy and procedure.

The policy/procedure is presented in four parts:

1. Application Deadlines
2. Ranking Policy
3. Austerity Measures
4. Travel Reimbursement Committee

Intent to Travel and Travel Grant Application Deadlines

All individuals who intend to travel during an academic year must submit Intent to Travel Form(s) to the English Department Chair by the Friday of the first full week of school in the Fall semester. Intent to Travel forms must also be submitted to the College Travel Committee by their deadline (approximately the same time). All other travel requests that are not received by the Department or College committee by these deadlines will be put at the bottom of the ranking system in order of their receipt. (Note: Even if travel is not certain, submit an Intent to Travel request.)

Ranking

Although the department Travel Reimbursement Committee can use austerity measures to stretch travel funding, the department agrees that a ranking system is necessary to prioritize travel requests. The criteria below reflect the English Department priorities; each element either adds or subtracts a certain point value to/from the travel request.

1. A travel request that is not funded by the College Travel Committee: + 2.5 points.*[Ⓞ]
2. Presenting at a conference: + 2.5 points.
3. Having a role at a conference: +2 points.
4. Applicant received department funding the previous academic year: - 1.6 points.
5. First three years of non-tenured status: + 1 point.
6. First (primary) travel request: + 1 point.
7. Travel request is relevant to department mission and priorities: + 2.5 points.

This ranking process applies to two (2) travel requests from an individual faculty member. Any travel requests beyond two (2) will be ranked below all other requests.

*This point advantage only applies to the first (primary) travel request.

Ⓞ Travel requests that are not approved by the College Travel Committee can receive funding for flight and hotel consistent with the Austerity Measures enacted for that academic year.

Austerity Measures:

As a department, we can set our own cost-saving measures in order to spread our travel budget to more travel requests. If enacted, austerity measures will be added to the Travel

Reimbursement forms each year. The Travel Reimbursement Committee will propose Austerity Measures in the September Department meeting each year (if the committee deems it necessary to do so).

Possible austerity measures include limitations on:

1. Per diem
2. Taxi/Shuttle
3. Long-term parking
4. Lodging costs

Austerity measures apply to all members of the English department, including the chair and staff positions.

(Note: Conference fees are not included in travel budgets and therefore are not part of the Austerity Measures.)

Travel Reimbursement Committee

In the final department meeting of the academic year, a committee of three English department faculty members will be established for the upcoming academic year. (Ideally, faculty members who are not applying for travel funds in the upcoming year will serve.) In September of that academic year, the committee will meet with the Department Administrative Assistant to review and rank Intent to Travel documents.

The committee will also determine whether Austerity Measures should be enacted for the academic year. In the September meeting, the committee will present the rankings to the department and will also make Austerity Measure proposals.

Upon approval of Austerity Measures and presentation of Ranking, the allocation and distribution of travel reimbursement funds is the prerogative of the Department Chair.