

# Philosophy Travel Policy

All travel, regardless of source of funds, is reviewed and approved by a supervisor

Faculty members planning to be absent from campus one to 10 days must ensure that all classes and other responsibilities are satisfactorily covered and must obtain advance approval by completing and submitting a Travel Approval Form available on the Philosophy website. The department head will indicate approval by returning a signed copy of the request to the travel secretary who will advise the faculty member of the approval in writing. (Please note that without advance approval neither the university nor the department have an obligation to reimburse for travel expenses.)

Faculty planning to be absent for more than 10 working days in a given term must obtain written approval from the department head in the same fashion as outlined above. The department head will inform the Dean by forwarding the request. The Dean's Office as well as the department head must approve all such absences.

Faculty requesting funds for travel during a sabbatical leave year must obtain additional approval in advance from the CAS Deans' Office and the Vice President of Academic Affairs using the [Sabbatical Approval Request Form](#).

No one may approve his/her own travel or his/her supervisor's travel. Authorization for a travel advance or for reimbursement of travel related expenditures must be approved by the department head/program director or other supervisor with budgetary responsibilities. In the case of travel for department head, such expenses are reviewed and approved by the CAS Dean (or designee). When a department head or program director heads a department other than his/her own and travels on home department business and funds, then travel expenses are reviewed by the head of the home department.

When planning a professional trip travelers need to fill out a departmental travel authorization form and submit to the departmental travel secretary. It is in everyone's interest to do so well in advance of the travel start date. Please remember that neither the university nor the department have an obligation to reimburse for travel expenditures if advance approval has not been obtained.

After review for completeness, availability of funds, and compliance the departmental travel secretary will submit the travel authorization form to the department head or his/her delegate for approval. Once approval has been obtained the traveler will be notified in writing. Every effort will be made to process travel authorization forms as quickly as possible.

Reimbursement or payment requests that differ substantially from the original travel authorization will follow the same procedures. The travel secretary will review the request for completeness and compliance and then obtain approval from the department head or his/her delegate. If reimbursement requests follow the original travel authorization, no further approval is necessary.

Please note two special situations:

1. Faculty who plan to travel during the academic year when classes are in session, even though they themselves may not be teaching during the term of the planned trip, must follow the policy of the [CAS Statement of Faculty Responsibilities](#). This policy requires faculty to make their absence from campus known depending on length of time away.
2. Faculty requesting funds for travel during a sabbatical leave year must obtain additional approval in advance from the CAS Deans' Office and the Vice President of Academic Affairs using the [Sabbatical Approval Request Form](#).