

**Department of Health Education and Behavior
Faculty, Staff, and Graduate Student Travel Policy**

The following guidelines will govern **HEB faculty and staff travel**:

To the extent possible within the college and departmental budget, funds will reimburse faculty members who teach at least .25 FTE/semester for professional travel costs to national/international professional meetings in accordance with the following priorities:

- Up to \$1,500 per HEB faculty member will be available to attend professional meetings at which the faculty member meets at least 1 of the following requirements: (1) making at least 1 verbal or poster research presentation; (2) fulfilling professional obligations as a leader or officer of a professional organization; or (3) participating in professional development or continuing education.
- Funds are only available in the current fiscal year and cannot be rolled over to other years.
- It is preferred that these funds be used for faculty to attend two separate professional meetings rather than one meeting, but exceptions (e.g., international travel) will be considered with the department chair on a case-by-case basis.
- A limited amount of additional funds may be available to support HEB faculty professional travel or development, depending on the availability of funds, to be considered by the chair on a case-by-case basis. These funds, when available, will primarily support early career faculty.
- A limited amount of state and/or carry forward funds may be available to support HEB staff and adjunct faculty for professional travel or development, depending on the availability of funds, to be considered by the chair on a case-by-case basis.

To the extent possible within the departmental budget, the following guidelines will govern **graduate student travel** and professional development for students in good standing. If funds are limited, highest priority for travel support will be given to doctoral students presenting a research paper.

- Each HEB PhD Student enrolled full time is eligible to receive up to **\$500**
 - First year PhD students can use the allotment for travel to a conference for professional development purposes (i.e., first year students do not need to be presenting research to receive the funds although this is encouraged).
 - PhD students in years 2-5 can use the entire allotment in one of two ways:
 - Travel for the purpose of presenting a research paper. Matching funds in the maximum allowable amount must be requested from the graduate school to receive the \$500 from HEB. -- **OR**--
 - For travel related to conducting research for an independent study or dissertation. The funds can only be used to cover the travel associated with the project and not the project itself.
 - PhD students are eligible for a second allotment of up to **\$500** for the purpose of presenting a research paper.
 - Matching funds from the student's faculty advisor must be offered to receive the second allotment from the department. Advisors can use IDC, misc. donors, buyout funds, etc. to provide matching funds on behalf of their students.
- Each HEB MS Student enrolled full time student is eligible to receive up to **\$300**
 - Entire allotment can be used for the purposes of presenting a research paper at a professional conference. Matching funds from the graduate school must be requested to receive the \$300 from HEB.

Approved by HEB Faculty: 10/7/14