

Department of Tourism, Recreation and Sport Management

2017-18 Faculty Travel Policy

The Department is typically able to fund limited faculty travel utilizing funds provided by HHP and salary savings generated by department investigators. The amount of funding available for travel is variable and based on these available resources each year.

The following guidelines will govern faculty travel for **2017-18**:

1. College Provided Travel Funds
 - a. Allocations are being made across the board
 - b. Faculty will receive up to \$1,500 to be used between July 1, 2017 and June 30, 2018.
 - i. The entire allotment can be used for travel related to presenting at a professional conference or travel to conferences or meetings for purposes of professional development.
 - c. A TRSM Travel Authorization document must be submitted and approved before June 1, 2017 and all funds must be spent prior to July 1, 2018.
 - d. Travel authorizations should be submitted two weeks prior to travel (or before any purchases are made for the travel), must include the funding source(s), and be filled in completely to be processed in a timely manner.