

Arts and Humanities Travel Policy **Effective May 15, 2024**

The College places a high value on the scholarly and creative activities of our faculty. Support for travel related to scholarly endeavors and creative activities is thus a College priority. Because of limited funds and a need to fairly distribute limited resources, not all faculty travel can be supported and limitations on reimbursements are a practical necessity.

I. Travel Related to Scholarship and Creative Activities (T/TT faculty)

Supported activities include:

Conferences: Typically faculty should be presenting at the conference, but support also considered for conference organizers.

Research: Includes research at libraries, archives, collection of data, etc. when part of an ongoing research program that has or will result in publications or creative activities.

Creative Activities: Exhibitions, performances, etc.

Faculty can use the funds that they are allocated in a given academic year for as many sponsored trips as they would like as long as they do not exceed that year's given travel limit. Faculty who are authorized to travel may use travel funds both to cover the costs of sponsored travel and sponsored participation in online conferences at which they are presenting. Support will also be considered on a case-by-case basis for faculty participating in conference organizing and other forms of participation.

Conferences, Exhibitions, and Performances:

Local (south of Santa Barbara): Conference fee + Hotel if not in LA County

US: Airfare + Conference fee + Hotel.

International: Airfare + Conference fee + Lodging.

Research Trips:

Local: Up to \$200 in reimbursable expenses

US and International: Airfare only

Restrictions:

No per diem, mileage, transportation to/from airport and hotel, parking, baggage fees, etc., except when using startup funds or professional development funds.

Travel requests should be submitted to the CAH Dean's Office at least 30 business days (which is the equivalent of six weeks) in advance for domestic travel and 45 for international. No exceptions. Retroactive travel requests are automatically denied.

When submitting a travel request, faculty must also submit evidence that the travel is related to a conference, exhibition, performance, or research.

Priority will be given to faculty presenting at conferences or otherwise disseminating their work.

Probationary faculty with startup funds must exhaust those funds first. There is no limit on the amount claimed for travel or the number of trips funded from startup funds.

To initiate a travel request, email the Dean with the appropriate materials.

Comment: The primary purpose of these funds is to support research and creative activities required for the RTP process. As such they are limited to Tenured and Tenure Track faculty.

II. Dean's Discretionary Support for Professional Activities and Development

Typically includes attending a conference related to a University initiative (assessment, advising, high impact practices, etc), attending a workshop (Chair's development, fundraising, etc), attending a disciplinary council meeting (English Council, etc.), and similar types of events.

Typically one trip per year. Level of funding is at discretion of Dean, but may be fully funded, including airfare, conference fee, per diem (meals), mileage, local travel, and parking. Regrettably, not all requests can be fully funded.

Travel requests submitted to the CAH Dean's Office 30 days in advance for domestic travel. No exceptions.

Probationary faculty with startup funds need NOT exhaust those funds first.

Comment: Travel that falls into this category is typically for chairs and others in leadership positions. It is not intended to support scholarship or creative activities.

III. Other Cases

Special requests can be made to the Dean. Examples might include travel related to a sabbatical leave, travel partially funded by a grant, travel to receive an honor, a trip that combines multiple conferences, etc.

The Dean also reserves the right to fund travel that advances the goals of the College, for example, travel related to accomplishing objectives set out in the strategic plan. This includes selecting the faculty who will participate.

The College does not typically fund travel for students. Departments may, however, fund this from their OE&E or from other sources, such as IRA.

Updated policy endorsed by A&H Chairs Council, May 8, 2024

Updated policy approved by Dean, May 8, 2024