

 CSN Policy	Academic Faculty Travel Policy
Category: Faculty	Effective Date: 03/28/2019
<p style="text-align: center;">MOST RECENT CHANGES</p> <p>Version 2:</p> <ul style="list-style-type: none"> a) Section D: Reflect changes due to new Workday processes. b) Policy is revised to include international travel. c) Cross reference links are updated; links for CSN goals NSHE mission added. d) Application form is updated to include trip's purposes as CSN's mission and/or NSHE goals besides traditional purposes of research/professional developments. e) Language edits. 	

I. POLICY PURPOSE

This policy addresses out-of-state domestic and international academic faculty travel applications using Faculty Senate Travel funding.

II. POLICY STATEMENT

- A. Travel for faculty will be at the funding caps listed below:
 - 1. Attendee: \$1200
 - 2. Official duties: \$1300
 - 3. Presenting: \$1500
- B. Limits to number of trips: faculty may be funded for at most one trip per semester, including summer, with a maximum of two trips per academic year.
- C. In case of limited funding, priorities will be given in the following order:
 - 1. Presenters
 - 2. Official duties
 - 3. Attendees
- D. Summer, Fall and Spring will be considered semesters one, two and three in an academic year. For the purposes of the Travel Committee each term, Summer, Fall and Spring, begins on the first instructional day of that term.
- E. No international travel will be approved to a country or area within the country for which the United States Government has issued a travel warning or restriction Level 3 or above.
- F. For international travel, faculty members must inform themselves of and comply with export control regulations regarding technology, software and/or technical data being taken out of the country and/or due to travel destination.
- G. Faculty Senate Chair will review and approve Faculty Senate Travel Committee Chair's applications.

III. PROCEDURE

- A. Faculty Senate Travel Committee Application Procedure
 - 1. In order to apply for institutional support for out of state travel, prior to traveling, faculty must submit a digital application package to the Faculty Senate Travel Committee Chair by the appropriate deadline listed below.
 - 2. A completed Faculty Senate Travel Request form that includes supervisor's support letter and proof of presentation or official duty must be submitted in one document or pdf file.
 - 3. All materials must be submitted via email; paper copies will not be accepted.
 - 4. Incomplete applications will not be processed.

5. In the event of a faculty member wanting to receive funding for more than a single trip in the same semester, an appeal can be made to the VPAA.

B. International Travel Additional Requirements

1. Prior to submitting an application for international travel, the faculty member must ascertain if the United States Government has issued a travel warning or restriction to that country. The travel committee will not check for travel restrictions. It is the responsibility of the traveler to check the travel restrictions issued by the US government.
2. A faculty member's application for international travel must include certification that the faculty member has accident & health insurance that will apply during the international travel. A faculty member must certify in the application that s/he will obtain a) emergency evacuation insurance, and b) if renting an automobile internationally, that s/he will purchase full auto insurance, including liability and physical damage coverage.
3. Prior to departure for approved international travel, the faculty member must provide to their department chair/supervisor the locations to which they are traveling, method of travel, dates of travel, names of hotels or other accommodations, contact information, and emergency contact information.

C. Deadlines

1. If requesting funding at the presenting or official duties cap, the application package must be submitted to the Travel Committee at least 60 days prior to travel.
2. If requesting funding at the Attendee Cap, materials must be submitted to the Travel Committee at least 45 days prior to travel.
3. If requesting support to attend a certification or specialized training, materials must be submitted to the Travel Committee at least 30 days prior to the travel.
4. If proof of official duties or presentation is not immediately available, the faculty member may be approved only for the Attendee Cap. When said proof is presented to the committee, through the Chair of the committee, by an email, the cap may be updated accordingly.
5. Faculty can be approved for attendee-level funding when their application does not meet presentation or official duties deadline, but meets attendees deadline.

D. Submission for approval and Reimbursement:

1. Complete a Spend Authorization, including a request for approval of a Lodging Rate Exception if needed, in Workday immediately upon receipt of approval from the Faculty Senate Travel Committee.
 - A. Follow the information text in the header of the Spend Authorization.
 - B. Specify the Faculty Senate Travel Committee account number (Unit: CSN 14: Cost Center CC1194; Fund: FD201: Function: FN60; Program PG06907) on the Spend Authorization.
2. Submit the Spend Authorization in Workday for approval, including the International Travel Request Form. A Spend Authorization must be approved in Workday at least 10 working days prior to travel.
3. Make appropriate travel arrangement after the Spend Authorization is approved in Workday.
4. Complete and submit an Expense Report in Workday within 15 working days of completion of the approved travel. All supporting documentation including, but not limited to, the Faculty Senate Travel Committee's approval letter, flight itinerary and ticket, hotel bill, conference materials, proof of mileage, and any parking or ground transportation receipts must be attached to the Expense Report. Only expenses that are in compliance with the Travel Manual and within the cap established by the Faculty Senate Travel Committee will be reimbursed.

IV. AUTHORITY AND CROSS REFERENCE LINKS

1. Faculty Travel Request Form: https://at.csn.edu/sites/default/files/documents/travel_request_form.pdf
2. Faculty Senate Travel Committee: <https://at.csn.edu/travel-committee>
3. Travel Manual: <https://www.csn.edu/accounts-payable-travel-accounting>
4. Job Aids in Workday: From the Workday homepage select the “?” Worklet. Under Documentation Categories select Functional Area > Financials > Expenses > Create a Spend Authorization or Create Expense.
5. CSN Mission: <https://www.csn.edu/our-mission>
6. NSHE Goals: <https://nshe.nevada.edu/initiatives/strategic-planning/>
7. US state department travel advisory page:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended By:

/s/ Darin Dockstader
Faculty Senate Chair

3/27/2019
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

3/26/2019
Date

Approved By:

/s/ Federico Zaragoza
President

3/28/2019
Date

VII. ATTACHMENTS

Attachment A: History

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- Version 2
 - 03/28/2019: Approved by CSN President Federico Zaragoza
 - 03/26/2019: Reviewed by General Counsel
 - 12/14/2018: Recommended by Senate (D. Dockstader)
 - Submitted by Travel Committee (A. Pandey)

- Version 1: New Policy
 - 06/12/2017: Approved by CSN President Mike Richards
 - 06/05/2017: Reviewed by General Counsel
 - 05/05/2017: Recommended by Senate (A. Pandey)
 - Submitted by Travel Committee (S. Larson)