

 CSN Policy	Academic Faculty Travel Policy
Category: Faculty	Effective Date: 06/12/2017
<p>MOST RECENT CHANGES</p> <p>New Policy</p>	

I. POLICY PURPOSE

This policy informs the College regarding the policies and procedures for out-of-state, domestic academic faculty travel applications using Faculty Senate Travel funding.

II. POLICY STATEMENT

- A. Travel for academic faculty and staff will be at the funding caps listed below:
 - 1. Attendee: \$1200
 - 2. Official duties: \$1300
 - 3. Presenting: \$1500
- B. Limits to number of trips: academic faculty will be funded for 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 following order:
 - 1. Presenters
 - 2. Official duties
 - 3. Attendees

III. PROCEDURE

- A. Faculty Senate Travel Committee Application Procedure
 - 1. In order to apply for institutional support for out of state domestic 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 completely filled out Faculty Travel Request form must be submitted at the time of application:
 - 3. All paperwork 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. Deadlines
 - 1. If requesting funding at the presenting or official duties cap, the application package must be submitted at least 60 days prior to travel. If proof of official duties or presentation is not immediately available, the faculty member may only be approved for the Attendee Cap. When said proof is presented to the committee, the cap will be updated accordingly.
 - 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.

- C. Submission of Requests to Travel Office:
1. Immediately upon receipt of approval from the Faculty Senate Travel Committee, obtain and complete the Employee Travel Request form, found online.
 2. The Employee Travel Request form, including the Approval of Lodging Rate Exception if needed, must be completed in compliance with the Travel Manual found online.
 3. For completion of the form, specify the Faculty Senate Travel Committee account number: FUND 8225, AGENCY 830, ORGN 5740, OBJ 21, SOBJ T3 (for Airfare) or T4 (for Other Expenses)
 4. The Employee Travel Request form must be signed by the department chair and dean and then is submitted to the VPAA for final approval.
 5. If the VPAA approves the request and signs the form, the package will then be returned to the traveler.
 6. Once the traveler receives the approved Employee Travel Request form, he/she may make appropriate travel arrangements.
 7. At least 10 days prior to the travel, the approved Employee Travel Request Form and all supporting documentation must be submitted in compliance with the Travel Manual to the Travel Office of the Finance Division at NLV110.
 8. Within 15 working days of completion of the travel, an approved Travel Expense Claim form must be submitted in compliance with the Travel Manual to the Travel Office of the Finance Division at NLV110.

IV. AUTHORITY AND CROSS REFERENCE LINKS

1. Faculty Travel Request Form: http://archive.csn.edu/PDFFiles/Travel_Request_Form.pdf
2. Faculty Senate Travel Committee: <http://archive.csn.edu/pages/913.asp>
3. Employee Travel Request Form: <https://www.csn.edu/sites/default/files/documents/imported/csn20travelrequestform.pdf>
4. Travel Expense Claim Form: <https://www.csn.edu/sites/default/files/documents/imported/csntravelclaimform.pdf>
5. Travel Manual: https://www.csn.edu/sites/default/files/documents/imported/financial_services_travel_manual.pdf

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/ Alok Pandey
Signature

6/12/17
Date

Faculty Senate Chair
Recommending Authority Title

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

6/12/17
Date

Approved by:

/s/ Michael D. Richards
President

6/12/17
Date

VII. ATTACHMENTS

Attachment A: History

Attachment A: History

- 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)