

## **Dedman College Travel Policy**

### **Revised: May 2014**

**GOAL:** All professorial faculty to present talks and/or papers at important conferences may apply for up to two trips within the continental United States each year.

**ELIGIBILITY:** Applicants must be tenure/tenure-track faculty.

**CRITERIA:**

- To qualify, an applicant must present a paper, poster, or make a similar scholarly contribution.
- The department's travel budget should provide some funds to each tenure / tenure-track faculty for at least one trip per year which meets the Goal stated above.
- Tenure / tenure-track faculty from any department may apply to the Fund for Faculty Excellence (FFE) for travel support for an additional trip.
- All travel must be to a national or major regional conference. In some cases, travel to a specialized conference of demonstrable significance to the faculty member's area of scholarly expertise may be approved.
- All funding for international travel must come through the Office of the Dean of Research and Graduate Studies (University Research Council – URC) prior to any application to the department or the Dean's Office.
  - If funding IS received from the URC, additional support of up to \$500 may be requested from the Dedman Dean's Office. Each request will be considered individually.
  - If funding IS NOT received from the URC, application may be made to the Dean's Office for support. If granted, the award is typically no more than the amount of the average award given for domestic travel during the previous academic year.

**GUIDELINES:**

- Traveler must complete and have signed all required travel forms at least 10 days prior to departure. A copy of your conference registration should be included. Print and attach a copy of the Government Per Diem rates, for your destination, to your travel form. <http://www.gsa.gov/perdiem>
- Traveler is encouraged to secure the most economical airfare by making arrangements in advance and avoiding changes. Traveler is encouraged to use the University Preferred Provider, currently Colwick Travel, when booking air travel. International travel must be booked through the University Preferred (Airline Reservation) Provider unless the traveler provides a lower bid from other airlines or agencies. Cost of early check-in or boarding is at the traveler's expense.
- Hotel reimbursement is limited to 2-nights at the government per diem rate plus actual hotel taxes charged (not to exceed 15% of GSA per diem allowance). A 3-night reimbursement is possible if justified by a reduced airfare. Extended stays must have prior approval. Receipts are required. Traveler staying overnight in Texas should present a Texas hotel/motel tax exemption certificate. [http://smu.edu/controller/dept\\_tax](http://smu.edu/controller/dept_tax)
- Meals reimbursement is limited to the government per diem rate per day, not to exceed 3 days per trip. Meals on travel days are limited to 75%. Receipts are not required.
- Ground transportation by public conveyer (bus, limousine, taxi) is limited to \$40 round trip at the conference site. Receipts are required. Please also refer to the University Travel Policy number 3.7 I 1 regarding automobile travel.
- Transportation to and from the SMU-DFW airport is limited to \$50 round-trip, SMU-Love Field airport is limited to \$30 round trip, including parking. Receipts are required.