



CAS Travel Policy & Guidelines

College of Arts and Sciences

Xavier University of Louisiana

Purpose

Funding for faculty travel is funded by Xavier as a means of supporting scholarly development, involvement and service in professional conferences, and keeping up to date on innovations in college and university planning, assessment and improvement in teaching and learning. Guidelines for Xavier University travel are found at the following link: http://www.xula.edu/admin/documents/XU_Travel_Policy07_03_07.pdf.

CAS Policy

Due to an upward trend in travel expenses and increasing concerns about the economy, we are faced with the possibility that the amount of university funding available for faculty travel will not be sufficient to enable all faculty members who request funding to receive a favorable response. Because of these circumstances, we have developed guidelines for distribution of travel funds among the departments/divisions of the College of Arts and Sciences that attempt to address equitable distribution and prioritization. Whenever possible, faculty members are encouraged to use external funding for travel so as to enable more CAS faculty to be supported.

Guidelines

Phase I: Allocation

1. Initially, the Dean's office will reserve approximately 10 – 20% of the total CAS travel allowance to be distributed at our discretion.
2. We will divide and distribute 30-40% of the remaining funds equally among the CAS departments.
3. The remaining amount will be distributed to the departments based upon the number of teaching faculty in each department.
4. In January, any uncommitted funds will be recaptured and redistributed to other departments based upon the Dean's discretion.

Phase II: Implementation

1. At the beginning of the academic year, faculty will submit requests for travel using the form available on the CAS FAQ website: <http://www.xula.edu/fiscal/documents/Travel%20Requisition%20Form.pdf>. The request includes a brief explanation of the purpose of the travel. Chairpersons will prioritize the requisitions, stipulate the amount of funding to provide each faculty member, and submit them to the Dean's office. As other opportunities arise, chairpersons can forward additional requests.
2. From the prioritized list of travel requisitions from each department, the Dean's Office will reserve funds for each trip in accord with the chair's instructions.
3. The Dean's Office will contact each chairperson and faculty member to confirm the approval of their request and the approved amount.
4. Within one week of the end of the trip, the faculty member submits to the chair two copies of the travel expense report: <http://www.xula.edu/fiscal/documents/Travel%20Expense%20Report.pdf> with a brief summary of the outcomes of the trip and its value to the faculty member. The chair signs the form and retains a copy of the report for the departmental file. The signed form along with the summary and **original** receipts is forwarded to the Dean's Office.