

CGU Faculty Travel Policy

This policy applies to use of institutional funds that support faculty travel and other faculty research and development expenditures. Travel expenses supported by grants and contracts do not fall under these guidelines.

Faculty travel for professional purposes is essential to the operation of CGU. Representation at professional meetings enhances name recognition for CGU, contributes to effective recruitment of students and faculty, and most importantly, enables faculty to stay apprised of contemporary issues and trends in their fields, thereby enriching instruction and research.

The primary responsibility for the wise and appropriate use of institutional travel funds falls to the individual faculty member and the School Dean. Schools may allocate funds to each faculty member to be used in support of faculty research and development. All expenditures from these funds must be pre-approved by the Dean. The Dean may designate specific types of expenditures within the school's travel budget as exempt from pre-approval. Travel to present research at a domestic professional conference might be an example.

The following are suggestions from the faculty as to types of travel expenditures that might be designated as exempt from the need for pre-approval:

1. Present at a conference, symposium or workshop.
2. Attend a conference, symposium or workshop as a convener, chair or discussant.
3. Attend a conference, symposium or workshop to promote CGU (e.g., to recruit or place students, attend receptions for alums, etc).
4. Attend a conference, symposium or workshop to attend a professional association meeting.
5. Support a CGU student giving a presentation at a conference, symposium or workshop.
6. Attend professional in-service training.
7. Conduct research for book(s), journal articles and grant related projects.
8. Meet funding body to discuss research.
9. Attend grant review and decision making panels.
10. Attend journal, book, and book program editorial meetings.
11. Attend meetings of professional associations.
12. Collaborate on research or grant applications with colleagues at other institutions
13. Travel during sabbaticals to conduct research

Deans may also designate specific non-travel expenditures from faculty research and development accounts as exempt from pre-approval. The following are some possible examples.

14. Conference fees

15. Fees for professional development workshops
16. Books
17. Research supplies
18. Professional dues
19. Journals
20. Support for students as research assistants

Submitted by CGU Travel Policy Workgroup (Dale Berger, Jenny Darroch, Linda Perkins)

Approved by the Faculty Executive Committee (FEC) on April 6, 2009