

College of Liberal Arts Travel Guidelines*

The College of Liberal Arts encourages its units to support the travel and conference expenses of tenure track and tenured faculty members who give national and international presentations, or who need to travel to pursue research or professional development that will benefit the reputation of both the College and its respective units. Although, the dollar amount available for travel for these faculty members should follow individual departmental policies, the College recommends a minimum expenditure level of \$1,000 annually per faculty member. The Dean (or designate) must approve expenditures for travel that are expected to exceed \$5,000. A faculty member may be required by the chair/head/director to seek or use intramural, extramural and/or endowed financial support to defray travel expenses when he/she has access to these funds or when his/her expenses are expected exceed levels set by the department.

If funds are available, individual departments may cover the travel of full-time instructors, lecturers and clinical faculty members attending conferences to make professional presentations or to support their professional development. CLA recommends that this support should not exceed \$1,000 per employee annually. Furthermore, the college recommends the following priorities and maximum dollar amounts annually for each of the following:

1. Graduate students to present papers at conferences, \$500
2. Undergraduate students to present or conduct research, \$250

NOTE: All travelers are required to adhere to established AU travel policies, available in full at http://www.auburn.edu/administration/business_office/policy_manual/travel.html

For the most relevant information concerning allowable reimbursement, please consult the Payment and Procurement website.

*This policy will be reviewed (and may be adjusted) annually. Maximum dollar amounts for reimbursement refer to departmental base budget funds and do not include travel expenses by contracts and grants.