



TRAVEL AND RELATED EXPENSE POLICY

I. Purpose

Hostos Community College recognizes the need for faculty to travel to conferences or similar activities to make presentations, and for overall professional development activities. This policy statement outlines the criteria for which authorization to travel will be granted and the conditions required for reimbursement of expenses.

*** The Travel Request form is to be used by teaching faculty when traveling for scholarship, professional development, or personal growth activities during the academic year—from the first day of classes in the Fall Semester to the last day of classes in the Spring Semester, including Intersession. It is not required for travel during Spring Break unless reimbursement for travel expenses is being requested.*

II. Scope

This policy applies to all Instructional personnel (teaching faculty only)

III. Criteria

- Priority will be given for travel to make a presentation at a national, regional or state conference, to conduct a workshop, or to engage in other similar professional activities; (or)
- The faculty member is participating in a conference, workshop, or other similar professional activity to obtain scientific, technical, professional or management skills or for personal growth;
- Travel should not conflict with instructional responsibilities unless approval for specific coverage of classes or exams has been secured;
- Travel must be related to roles and responsibilities of the faculty member as determined by the chairperson of the department and the Provost or appropriate designee;
- If funds are requested for travel expenses, arrangement must be made in the most cost-effective manner;

IV. Principles for approval

- The department and the Provost or designee have determined that the proposed activity meets the scholarship, professional development, or personal growth needs of the faculty member;
- The proposed travel is undertaken for scholarship, professional development, or personal growth;
- Assurance of class coverage has been provided by the faculty member;
- The proposed travel expenses meet the guidelines of a grant, sponsor, or the College;

V. Procedures

1. The appropriate Travel Authorization Form must be approved by the department chairperson and the Provost or designee, including:
 - a justification of the need for the expense and the benefits to be gained from the proposed scholarship, professional development, or personal growth activity;
 - a description of the expenses;
 - a timetable for the proposed scholarship, professional development, or personal growth activity.

2. Where the proposed travel occurs during a teaching or examination period, the faculty member must provide evidence that classes will be covered.

Process:

Presented by the Hostos Academic Council subcommittee on travel policy and forms, and approved by hand vote at its April 11th meeting. Proposed revisions have been integrated in this final draft.

Date: May 4, 2005