

## V.05 SUPPORT FOR PROFESSIONAL TRAVEL

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The university provides reasonable support for academically related travel as attendance at and contributions to professional meetings enhance individual intellectual development and invariably enrich Linfield's academic program.

### **V.5.1 Deans' Travel Fund for Presentation at Professional Meetings**

The Office of Academic Affairs supports travel to national, international, or regional meetings where faculty members present scholarly papers or research or contribute as officers to the operation of their professional organization(s). Faculty members who wish to apply for support from this fund should do so in September, when the relevant dean's office issues a call to departments to forward such requests. Proposals for anticipated participation are appropriate even when confirmation has not yet been received. Allocations will be determined after taking the total request pool into account. First priority will be given to those delivering substantive papers as part of a conference program or invited talks, exhibitions or performances within their fields of expertise. Second priority goes to those chairing panels or serving as officers of professional associations. Third priority (funding permitting) accrues to those officially representing the university in ways benefiting the larger institution. Allocations will be made with an eye toward covering the full expenses of a single trip for all applicants, but those terms may not always be met if requests substantially exceed available funds. Original allocation amounts will be respected even if actual costs exceed earlier estimates. There is no guarantee that funds will remain for requests made after September, but in most years the relevant dean's office will reserve a small fund to assist faculty travel plans that cannot be formulated until professional organizations announce their plans for a given year.

### **V.5.2 Policies Applicable to all Professional Travel**

Regardless of which type of travel funds are being utilized by a faculty member, expenses reimbursement will be limited to transportation, registration fees, lodging, and a per diem for food that conforms to present university policy for faculty and administrators alike. Refer to the links in Chapter 1 (<http://catalog.linfield.edu/faculty-handbook/chapter-1/>). Upon their return, participants must use the appropriate reimbursement form to reconcile their expenses either in seeking reimbursement or justifying already received cash advances. Appropriate receipts must be provided.