

ARTICLE XXX
TRAVEL

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4 __.1 Professional Meetings.

5 (1) Faculty members may, with the approval of the supervisor, attend
6 professional meetings, conferences, and other professional activities, whether or not they
7 receive University funding to attend. Approval to attend such activities shall not be
8 unreasonably denied.

9 (2) Faculty members must initiate a Travel Authorization Request
10 (TAR) and receive their supervisor's approval prior to any business related travel.

11 (3) Travel funds for such activities, if available, shall be allocated in a
12 fair and equitable manner according to policies in department bylaws developed and
13 approved by the faculty of the department **which must be consistent with University**
14 **guidelines.**

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16 __.2 Reimbursement of Expenses. Subject to the availability of funds, the faculty
17 member's expenses in connection with such meetings, conferences, or activities shall be
18 reimbursed in accordance with the applicable provisions of State law and rules and
19 regulations having the force and effect of law.

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21 __.3 Travel Advances. The University Administration shall, to the extent permitted by
22 State law and rule, provide travel advances, upon request, of up to eighty (80) percent of
23 budgeted expenses for authorized travel.