CES Business Office Procedures

Faculty and Staff Travel Policy

Purpose: To describe the different types of travel and how budgeted travel funds may be spent

Target Audience: CES Faculty and Staff

General Guidelines

There are many types of travel used to support the CES mission. There may be many interpretations on how different travel funds are spent. This policy is written so faculty and staff members have clear guidelines on how travel funds can be used and establishes clear accountability of who may approve such travel. This policy is effective March 25, 2013.

CES follows the UAF established travel regulations for requesting and reimbursing travel. It is the responsibility of the traveler to submit travel authorizations (TA) and travel expense reports (TER) within the established timeline. Please contact the travel coordinator at the CES Business Office if you have any questions concerning these procedures.

Types of Travel

Program Service Travel:

Description: Program service travel is the new term used to describe any service travel related to implementation of CES programs. Previously, this was referred to as “district travel” or “specialist travel.” This includes travel related to program delivery, such as travel within the district for site visits, travel to local meetings, travel within the state to program area meetings, etc.

Restrictions: The following restrictions apply to the Program Service Travel allocation:

- Travel can only occur in the state of Alaska. Funds cannot be used for any travel outside Alaska.
- Funds can be used to pay for other faculty or staff member’s travel to provide in-district programs.
- Funds cannot be “saved up” and used across fiscal years. All unused funds lapse at the end of the fiscal year.
- Funds cannot be combined with other type of funds and/or used for purposes other than Program Service.
- Funds cannot be transferred to other budget categories such as services or supplies.
Faculty and Staff Travel Policy (Continued)

- The faculty member is responsible for proper use of Program Service Travel funds. These funds are in support of the faculty member’s approved workload and will be assessed when reviewing faculty performance.

  **Travel Approval:** If a staff or other faculty member is traveling, then the faculty member that authorized the use of funds should approve the Travel Authorization. If the faculty member is traveling, then the program chair must approve the Travel Authorization.

  **Budget Process:** This is a budgeted part of the faculty member’s allocated funds and the aggregate dollar amount for travel that will be used throughout the coming fiscal year should be included in the annual budget request. Specific program travel and estimated costs should be listed in the budget request. However, changes in specific travel plans during the fiscal year due to client needs are permitted without additional budgetary approval as long as the budgeted dollar amount is not exceeded.

**Professional Development Travel:**

  **Description:** Each faculty member is eligible for one trip per year for professional development. These funds must be used for travel and related expenses (i.e. registration fees) that directly contribute to a faculty member’s program responsibilities.

  **Restrictions:** The following restrictions apply to the Professional Development Travel allocation-
  - Travel can occur within or outside the state of Alaska.
  - Funds cannot be used to pay for other faculty or staff member’s travel.
  - Funds cannot be “saved up” and used across fiscal years. All unused funds lapse at the end of the fiscal year.
  - Funds cannot be transferred to other budget categories such as services or supplies.

  **Travel Approval:** The program chair should approve the Travel Authorization. If travel is occurring outside the state of Alaska, the CES Director must also approve the Travel Authorization.

  **Budget Process:** This is a budgeted part of the faculty member’s allocated funds. The specific professional development activity and estimated cost for travel and related expenses should be included in the annual budget request.

**Program Chair Discretionary Travel:**

  **Description:** Each program chair is allocated additional travel funds to be used for general program support. These funds must be used for travel and related expenses (i.e. registration fees) that directly contribute to fulfilling program responsibilities.
Faculty and Staff Travel Policy (Continued)

**Restrictions:** The following restrictions apply to the Program Chair Discretionary Travel allocation-

- Travel can occur within or outside the state of Alaska.
- Funds can be used to pay for other faculty or staff member’s travel and related expenses (i.e. registration fees).
- Funds cannot be “saved up” and used across fiscal years. All unused funds lapse at the end of the fiscal year.
- Funds can be transferred to other budget categories such as services or supplies.

**Travel Approval:** If a staff or other faculty member is traveling, then the program chair must approve the Travel Authorization. If travel is occurring outside the state of Alaska, the CES Director must also approve the Travel Authorization. If the program chair is traveling, then the CES Director must approve the Travel Authorization.

**Budget Process:** This is a budgeted part of the program chair’s allocated funds and the aggregate dollar amount for travel that will be used throughout the coming fiscal year should be included in the annual budget request.

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**Extension and Program Representative Travel:**

**Description:** The Director of CES has an allocation of funds to pay for travel and related expenses for those faculty and/or staff that have been approved or appointed to serve on a regional or national committee or organization. These funds must be used for travel and related expenses (i.e. registration fees) that directly contribute to fulfilling the mission of Cooperative Extension.

**Restrictions:** The following restrictions apply to the Extension and Program Representative Travel allocation-

- Faculty or staff member must request authorization from the Director of CES annually to serve or be appointed as a representative of CES. This request should be submitted with the annual budget request.
- Travel can occur within or outside the state of Alaska.
- Funds can be used to pay for travel and related expenses (i.e. registration fees).
- Funds cannot be “saved up” and used across fiscal years. All unused funds lapse at the end of the fiscal year.
- Funds can be transferred to other budget categories such as services or supplies.
- The Director has the discretion to use mileage tickets for representative travel.

**Travel Approval:** The CES Director must approve the Travel Authorization.
Faculty and Staff Travel Policy (Continued)

**Budget Process:** This is a budgeted part of the Director’s allocated funds. Each faculty or staff member that is approved or appointed to serve as a representative must submit their appointment or reappointment request along with a the specific representative activity and estimated cost for travel and related expenses in the annual budget request.

**Unbudgeted Travel**

All travel should be included in the annual budget request for the following fiscal year. Any travel that is requested and was not included in the approved fiscal year budget, must be approved by the Director of CES and will be dependent upon funding available. The Director has the discretion to use mileage tickets for unbudgeted travel.

**Exceptions to Policy**

The Director of CES may make an exception to this policy on a case-by-case basis. All travel is dependent on funding available and may be revoked at any time.