

Travel Policy

Department of Leadership, Technology, & Human Development

This document outlines the policies relative to authorization and reimbursement for faculty travel in the Department of Leadership, Technology, and Human Development.

Off-campus Teaching

The Department of Leadership, Technology, and Human Development assumes responsibility for fairly compensating faculty who travel off campus to provide instruction. The following procedures apply:

1. Faculty are encouraged to drive university vehicles to teach/supervise off-campus to the maximum extent possible. Scheduling of these vehicles is done through the College of Education Dean's office.
2. Faculty who drive their own vehicle must submit the Georgia Southern University Travel Expense Statement. The course that the travel supports will be clearly indicated on the travel form.
3. Travel Expense Statements may be filed as frequently as desired, but in no case will they be filed later than one week after the conclusion of the semester that that travel supports.
4. Each spring, faculty will be informed of dates that Travel Expense Statements must be filed to facilitate year-end closeout.

Professional Travel

The Chair of the Department of Leadership, Technology, and Human Development will budget for professional travel for the department faculty. Each academic year, the Department Chair will announce the amount of funds available to each faculty member. The following guidelines will apply to the professional travel:

1. A Request for Authority to Travel on Official University Business must be approved by the Department Chair, Dean, Provost, and President (for out of country travel) prior to beginning travel. Normally, one week is sufficient to obtain all required signatures.
2. Travel funds are intended to support travel to present at professional meetings or to discharge duties as an officer/board member of a professional organization. Travel funds remaining at the end of the fiscal year may be used to reimburse faculty who travel to attend meetings/conferences.
3. Travel must occur and the Travel Expense Statement must be filed during the fiscal year.

Forms

Forms to be used are available from the Department Administrative Secretary. However, faculty are encourage to use the forms available at <http://services.georgiasouthern.edu/accounting/acctpayforms.html>. These forms automatically calculate and total entries.