DEPARTMENT OF FIRST-YEAR AND TRANSITION STUDIES
Travel Policies

These guidelines are specific to the Department of First-Year and Transition Studies and were written to comply with and add specificity to the existing travel policies for the State of Georgia, Kennesaw State University, and University College.

Purpose of Travel

The Department of First-Year and Transition Studies views the primary purpose of travel to be:

• To advance a tenure-track faculty member’s career
• To promote the department, college, and university
• To enhance or grow department programs and initiatives

These Travel Policies were developed with a focus on these purposes as well as in consideration of the limited travel funds available.

Basic Procedures

1. Faculty and staff members who wish to travel should check the availability of funds and obtain preliminary approval via email from the department chair before submitting any proposal for presentation at any conference that will involve travel expenses. Preliminary approval does NOT indicate that funds have been encumbered for your travel. Funds are not encumbered until Travel Request has been completed, submitted, and approved via Concur. Travel arrangements that cannot be cancelled and/or are not refundable should be not be made until the faculty or staff member has received word that the request to travel has been approved.
2. Once a proposal has been accepted for presentation, faculty members should confirm that travel funds are available and submit a Travel Request Form.
3. Individuals who wish to travel should submit a completed Travel Request in Concur AT LEAST 28 days prior to the anticipated date of travel, and longer lead times are encouraged. The traveler is responsible for completing the request in Concur in its entirety and for including all necessary accompanying documentation (see Request to Travel below).
4. Once travel has been approved, travelers are responsible for making their own travel arrangements, including but not limited to airline reservations, hotel reservations, etc.

NOTE: If travel is not approved due to a lack of funds, the faculty or staff member may ask the department chair to request travel funds from the Dean of University College. Furthermore, faculty and staff are welcome to seek travel money through other avenues on campus, such as CETL or other campus units with which they are affiliated in some capacity.

5. When a faculty or staff member receives confirmation that he/she will be presenting at a conference, that individual should contact Shannon with the pertinent information regarding conference registration. Most registration fees can be paid by University P-Card.
6. While traveling, all travelers must retain receipts for all expenses other than meals. This includes hotels, shuttles, taxis, and other allowable expenses.
7. Upon return, the faculty or staff member must complete an Expense Report in Concur. The report must include a conference program or meeting agenda and all necessary receipts. These
can be uploaded into Concur. These forms should be completed and submitted within 21 calendar days of the traveler’s return date of return.

Request to Travel

A Travel request must be completed in Concur a minimum of 28 days prior to the anticipated date of travel. Funds are not encumbered for travel until this request has been completed, submitted, and approved. It is the traveler’s responsibility to complete and submit the Request for Travel.

If you will be traveling on a day that the University is open but your travel is either not funded by the department and/or there are no expenses attached to the travel that can/will be covered by the department, you must complete a paper Travel Request form. This form is available at the Office of Financial Services website, under the “Forms” link, “Travel Request Form”: http://www.kennesaw.edu/financialservices/forms/travelrequestform.pdf.

Booking Travel

Travel must be booked 14 days or more before the anticipated date of travel. It is the traveler’s responsibility to ensure all necessary requests in Concur are completed and approval to travel is received in sufficient time to meet this deadline. Travel reservations should not be made prior to received authorization to travel.

Travelers are responsible for booking their lodging in sufficient time to receive the conference rate at a hotel, if such a rate is available.

Reimbursement of Travel Expenses

Per University College policy, a Expense Report must be completed in Concur within 21 calendar days of your return to campus following a trip. Funds that have been encumbered for your travel and have not be claimed via an Expense Report will be released on the 22nd day following your return from to campus. These funds will no longer be available to you and will be disbursed as necessary to meet department needs. Additionally, per the State Accounting Office of Georgia, “IRS guidelines state any expense not submitted within 60 days of the completion of the trip becomes taxable income to the traveler.”

All necessary receipts and a copy of the agenda or conference program showing meals must be submitted with your Expense Report.

NOTE: Faculty and staff members who are either requesting travel or requesting payment for travel expenses are responsible for completing the request/expense report in Concur and for supplying all necessary documents. University College’s Business Manager is available to assist travelers with any questions regarding the use of Concur, necessary documentation, and deadlines.

Additionally, faculty and staff members who are receiving an honorarium for speaking as a representative of KSU or in some capacity related to their responsibilities at KSU must report the total amount of the honorarium received and may request reimbursement for any travel expenses in excess of that amount. Faculty or staff members who receive a speaking fee for presentations made outside the
**Considerations for Funding Travel**

Since travel funds are limited, these funds will be distributed based on the following guidelines, wherein personnel, purpose, and equity will be considered. Tier One in each category will be given top priority, with diminished priority given to subsequent tiers, in the order listed below.

### Personnel

**Personnel Tier One**
- Tenure-track faculty (seeking tenure or tenure and promotion)
- Department members required to travel as part of their duties, responsibilities, or service obligations
- Individuals to whom the department, college, or institution has guaranteed travel as a condition of hire

**Personnel Tier Two**
- Tenured faculty seeking promotion
- Individuals whose grants require they travel, in the event that the grant funding does not cover all travel expenses

**Personnel Tier Three**
- Faculty who have achieved tenure and who are not seeking promotion

**Personnel Tier Four**
- Faculty for whom Research and Creative Activity is not required by their rank or on their Faculty Performance Agreement (FPA)

### Purpose

**Purpose Tier One**
- Travel to present a significant work of scholarship at any conference where the presentation is deemed to be beneficial to the faculty member’s career, especially as it may relate to tenure and/or promotion for the individual
- Travel that is deemed necessary for the continued growth or enhancement of department programs and initiatives
- Travel allowing a faculty or staff member to fulfill his or her obligations as an officer of a state, regional, national, or international organization/conference

**Purpose Tier Two**
- Travel to present at a conference/workshop where the presentation is determined to be of significant benefit to the mission of the university, the college and/or the department
- Travel to make a poster presentation at any conference where the presentation is deemed to be beneficial to the faculty member’s career, especially as it may relate to promotion for the individual
**Purpose Tier Three**

- Travel to present or share ideas (teaching strategies, administrative philosophy, etc.) that will be, or have the potential to be, of significant benefit to the audience to which it is presented
- Travel to facilitate a roundtable discussion at an international, national, or regional conference
- Travel for professional development at conferences, workshops, or other similar events that are deemed to be of significant value to the programs and initiatives of the department and/or college

**Equity**

In addition to the rank/position of the individual and the purpose of the travel, equity in the distribution of travel funds will be taken into consideration. That is, efforts will be made to ensure the travel funds are disbursed as widely as possible to those faculty with legitimate travel needs. To that end, faculty are encouraged to prioritize their potential travel.

**NOTE:** In all cases, the Department Chair must take into consideration the cost to attend any given conference relative to amount of available funds and the needs of the entire department. While every effort will be made to meet the travel requests of all department members, the limited availability of funds and the priorities for allocation of those funds may preclude that. Furthermore, faculty are encouraged to anticipate their travel requests as early in the fiscal year as possible in order for Department Chair to effectively manage the funds and to allocate them equitably as possible within the established priorities. Furthermore, per the University College Travel Policy states, “Individuals who receive full funding for one trip may be asked to bear some of the cost for subsequent trips in an academic year to ensure equal opportunities for professional travel.”

**Number of Travelers for a Single Presentation**

In those cases where multiple researchers collaborate on a single research project that is accepted for presentation at a conference or other venue that meets the criteria for “Purpose” as identified above, it may be financially imprudent to fund travel for all members of that research team. Although each situation will be considered on its individual merits, the following guidelines are provided to aid researchers and potential travelers:

- **Teams of Two or Three:** Two team members are likely to be funded.
- **Teams of Four or More:** Three team members are likely to be funded.

Certain circumstances may warrant funding for more team members than noted above. In those instances, a written justification demonstrating that the presence of the extra is essential should be provided to the Department Chair more than 30 days in advance of the proposed date of travel.