

UNIVERSITY LIBRARIES TRAVEL POLICY

The University Libraries supports travel by members of the library faculty and staff within available funds and according to the following guidelines:

1. Mandatory travel

Travel that is designated by the Director as mandatory will, whenever possible, be fully reimbursed.

2. Professional meetings

Library faculty and staff are encouraged to participate in professional affairs outside the University and to attend professional meetings. Professional travel may be fully or partially reimbursed when the traveler is reading a paper or chairing a session at a recognized professional meeting.

Professional travel may be fully or partially reimbursed when the traveler is participating as a member of an official association committee. Special consideration for reimbursement will be given to untenured faculty actively seeking committee assignments in order to fulfill requirements for continuing appointment and promotion

3. Other travel

All staff are encouraged to learn new skills by taking workshops and visiting other libraries. Travel for this purpose may be fully or partially reimbursed, depending on the benefit of the skills to the Library and availability of funds.

All reimbursed travel approvals are contingent upon availability of funds at the time travel is approved. Requests for University-supported travel should be submitted to the Director by September 1. Other travel requests that cannot reasonably be anticipated may be submitted to the Director during the year, but as far in advance of the travel date as possible.

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