

## Travel Policies

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## Columbia University Libraries

### Travel Support Categories and Levels of Funding

The policy of the Libraries is to encourage staff members to join and take an active part in professional and scholarly associations and to participate in scholarly and professional meetings. The Professional Development committee grants funding and leave for attendee and participant professional development travel, institutional development travel, and Junior Librarian and New Directions/Librarian III awards. Libraries Administration makes awards for administrative and bibliographer travel.

Requests for professional development, institutional development, administrative, and bibliographer travel are made using the **A3 Form**, formerly known as the "Lilac". Please consult the **A3 Instructions** in addition to the information provided below when completing the form.

#### Combined professional development and bibliographer travel

If a single trip will combine conference attendance and book-buying, both goals can be indicated on a single form. Your director should make clear that both types of funding are being requested. Financial Services will route such forms to both PDC and the Head of Collection Development, with both funding entities contributing monies.

#### Administrative Travel

This category applies to staff who are required to attend business meetings as an integral part of the job. Attendance is not optional. It also applies to necessary and required training.

- Transportation (to/from): Reasonable costs. Saturday stayover if feasible.
- Local Ground Transportation: \$50 maximum.
- Registration Fee: Full costs (although registration fee is not normally a factor).
- Hotel: Maximum of \$110 per night (costs over this limit must have prior approval).
- Meals: Maximum of \$35 per day (costs over this limit must have prior approval). Meal money may be applied to hotel costs to a maximum of \$145 per night.

#### Participant Travel

This category applies to staff actively participating in the event by presenting a paper, serving as an officer of a significant group, serving as a panel discussant, or other such duties. **NOTE: Documentation of this participation must accompany the A3!**

- Transportation: Maximum of \$450, including local ground transportation of \$50 maximum.
- Registration Fee: Full costs.
- Hotel and Meals: Maximum of \$110 per day/night, of which no more than \$35 per day may be applied towards meals. Allocation is based on the number of days of professional leave awarded plus weekend days, if applicable. **Total must not exceed \$440.**

### **Attendee Travel**

This category applies to individuals attending a conference or event with no specific business obligations. Expenses are covered at the same rates as Participant Travel, but with a **maximum of \$550 per event.**

### **Institutional Development Travel**

This category applies to individuals selected to attend a conference or training course that is identified as being of significant benefit to the institution, as well as to the person. It is anticipated that a maximum of six trips per year will be funded at this level

- Expenses are covered at the same rates as Administrative Travel.

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## **Special Awards**

The Professional Development Committee administers two special awards, the Junior Librarian Travel Award and the New Directions/Librarian III Travel Award. Application letters for these awards should accompany the A3.

**The Junior Librarian Travel Awards** provide financial support for professional development experiences to staff members who have been working five years or less as library professionals as of July 1st of the current fiscal year. They may be awarded for activities such as: attending a conference in order to become active in a national library organization; enrollment in an institute on a work-related subject; or a series of site visits to other institutions that will assist the librarian in current planning activities.

Each junior librarian is eligible for a total of two such awards. Junior librarians are contacted directly by PDC by letter, twice a year, and invited to apply for the awards. A short essay is required that details how the event would be of benefit to the staff member. Four awards have been granted each year.

- Expenses are covered at the same rate as Administrative Travel, to a total maximum of \$1000.

PDC awards two **New Directions/Librarian III Travel Awards**, one each half-year. These awards were originally made possible, in spring 1999, by a gift from the estate of Beatrice Rosenberg in memory of her aunt, Elizabeth Kamenetsky (SLS '15). The awards fund librarians of rank III for attendance at events that will provide new directions for the librarians' professional careers. The awards are not intended to fund standard professional conference attendance (for example, ALA), but rather conferences, workshops, site visits, or other events that will give librarians new views on their profession and work at CUL. Applicants are encouraged to think creatively.

Librarian IIIs are contacted directly by PDC by letter, twice a year, and invited to apply for the award. Each librarian III is eligible for one such award. An essay is required that details how the event would be of benefit to the staff member.

- Expenses are covered at the same rate as Administrative Travel (local ground transportation limited to \$50), to a total maximum of \$1500.

## Travel and Staff Development Guidelines for Duke University Libraries

The following statements reflect the Library's continuing commitment to ensuring an equitable and meaningful approach to funding staff travel and to make the best use of limited travel funding. Library employees should take the initiative to seek out training and other opportunities to develop their job-related knowledge and skills. Likewise, they should pursue levels of participation in activities that will enable them to make contributions to the work of the Perkins Library System, the University, and relevant professional organizations. These guidelines are intended to supplement, not replace, University policies governing travel.

These travel guidelines apply to **all staff** ("all staff" refers to monthly and bi-weekly employees) of the Library, including those working part-time, on term appointments, and on grant funding that includes provisions for travel. Application may also be made for travel support for staff working on grants without provisions for travel, through their department head and/or Executive Group member.

### CATEGORIES OF TRAVEL

**Category One** applies when the Library requires staff to travel to conduct or in support of the direct business of the Library.

This category of travel includes, but is not limited to:

- Attendance as an official representative of the Library at meetings of associations and other organizations in which the library holds an institutional membership
- Attendance at meetings where an individual has been designated to officially represent the Library
- Development/Fundraising: contact with outside funding agencies, meetings with donors, etc.
- Development of vendor relations: contract negotiations, demonstrations, etc.
- Site visits
- Training/Education required by the Library to acquire specific skills needed for essential functions of the position
- Acquisition of library materials or to arrange for such acquisition where normal means of acquiring materials are not available
- Other official Library business as defined by the University Librarian

**Category Two** applies when travel is undertaken at the initiative of the employee for the purposes of participation in professional associations, staff development and training/education.

This category of travel includes, but is not limited to:

- Conference participation: Defined as travel undertaken to present a paper or poster session, participate in a panel discussion, chair or moderate a session, serve as elected/appointed officer or committee member (or otherwise engaged in organization activities) of a professional library or scholarly association
- Travel by newly appointed staff: Defined as travel undertaken by a staff member with less than three years of library experience, or experience in a new position, to attend a meeting of a professional association
- Conference attendance: Defined as travel to a conference or meeting to broaden a staff member's perspective, to keep current in his/her field and in the profession as a whole, and to become involved in professional activities

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- **Training & Education/Staff Development:** Defined as staff-initiated travel to attend courses or meetings at which s/he will acquire skills to expand his/her knowledge or enhance his/her job performance. It is expected that training/staff development travel will be reflected in that employee's PEP

### TYPES OF TRAVEL

**Local area:** Attendance at a conference, workshop or meeting within the RTP metropolitan area (Raleigh-Durham-Chapel Hill-Cary).

**Out of area:** Attendance at a conference, workshop or meeting outside the RTP metropolitan area.

### FUNDING

#### Category One:

**Local area:** The full cost of registration for the conference, workshop, course or meeting.

**Out of area:** Full cost of transportation by the most economical means to the destination (includes ticket or personal mileage incurred to/from the destination) and the full cost of "early bird" registration, meals and lodging.

In order to be reimbursed, expenses must be detailed on the Travel Expense Form and receipts must be provided.

#### Category Two:

While staff development and participation in the profession is principally the responsibility of the individual staff member, the Library encourages such involvement by providing paid released time for approved Category Two travel along with some financial support.

**Local area:** The full cost of registration for the conference, workshop, course or meeting.

**Out of area:** Transportation by the most economical means to the destination (includes ticket or personal mileage incurred to/from the destination) and the full cost of "early bird" registration, plus a daily supplement to offset actual expenses for meals, hotel, parking (airport and destination) taxis, etc. An exception to this is when travel is not possible directly to the destination, ie a conference is in St. Augustine, FL, but the closest airport is Jacksonville. In this case, taxi, airport transport and/or a rental car may be authorized.

The supplement amount, based upon the travel purpose, will be determined annually prior to the start of the new fiscal year (Attachment A). In order to be reimbursed for the supplement, expenses must be detailed on the Travel Expense Form and receipts must be provided for an amount equal to or in excess of the supplement payable for the entire trip.

### APPROVAL PROCESS

1. Submit *Administrative Leave Request* through supervisor to department head for approval and funding level/source (cost object, grant, etc). If the requestor reports to an Executive Group

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member, the leave request should be routed to that EG member for approval. If the requestor is not an EG direct report, then the department head is the authorizing official for the travel.

2. Authorizing official forwards approved forms to Area Support Center (ASC) to be entered into the Travel database. Once entered the original request is returned to requestor. ASC may keep copy of approved form for their file.
3. Once requestor has received approved *Administrative Leave Request* form they may proceed with making necessary travel arrangements.
4. Staff should notify their Department Head or Executive Group member and Business Services if there are any changes to a trip that was originally approved for funding.

#### **TRAVEL ACCOUNTING**

1. Travel arrangements should not be made until an approved Administrative Leave Request form has been received.
2. Receipts for airline tickets, registration, and/or other expenses incurred using a procurement card prior to actual travel should be submitted to departmental Paris administrator along with a copy of approved Administrative Leave Request form as soon as expense has been incurred.
3. Within **two weeks** of their return, employee should complete a Travel Expense Form and submit appropriate travel receipts to their Area Support Center (ASC).
4. ASC will review form and forward to the employee's department head or EG member (depending on who approved the travel) for approval.
5. ASC forwards approved form with receipts and copy of *Administrative Leave Request* form to Business Services for review and entering of final expense total into database.
6. Business Services returns documentation to ASC for processing.

#### **REPORTING**

It is expected that staff whose requests to attend special meetings or workshops are approved will share the benefits of their attendance with their colleagues in an appropriate form, i.e., 1) a written brief report describing the nature of their conference participation and its importance to the Library, which could be published in the IB or through e-mail; or 2) a verbal report at a departmental meeting, a meeting with interested parties, a brown bag lunch, etc.

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**FY 2006/2007 Supplemental Payments for Category Two Travel**

- Active Participation and/or Presentations at Conference: \$75/day
- Travel by staff with less than three years of library or position experience: \$75/day
- Conference attendance: \$40/day
- Training & Education/Staff Development: \$40/day

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### Conference Funding for The Gelman Library Council of Librarians

Under the “D” (development) aspect of LRDC, the Committee has discussed its role in helping librarians “develop”, which is an aspect of promotion and at some ranks, continuing appointment.

Conference attendance and participation benefits Gelman and GW in these ways:

1. Brings new ideas to the Library. Helps the Library stay current.
2. Brings new ideas and “fresh thinking” to librarians.
3. Encourages professional development.
4. Assists individuals in promotion and continuing appointment.
5. Promotes the reputation of Gelman Library.
6. Promotes George Washington University.

The current formula of 33% in some ways is a dis-incentive rather than an incentive to be active in conference attendance and participation.

In order to create a support formula that encourages and rewards participation, LRDC proposes the following target funding for 1) new librarians and 2) all other conference attendance:

#### 1. New Librarians

In order to encourage new librarians (defined as five years or less post-MLS experience) to become active in the profession, new librarians at Gelman will be eligible for one (1) full funded conference attendance grant in each of the first two years of Gelman employment.

#### 2. Other Conference Attendance

**100% funding** When asked to attend by Gelman or when attending as the official representative of Gelman Library or GW;

**90% funding** Substantial contribution to the conference, such as

- Member of the Conference organizing committee;
- Attending as an officer of the organization (e.g., President of LITA);
- Making a major presentation (examples: keynote address, presenter at program which required acceptance by the conference, formal presentation, significant content session);
- Chair of a committee or chair of a section or equivalent level of responsibility;

**75% funding** Contribution to the Conference, but not as substantial as at 90% level, such as

Participant at the conference but in a more limited way, such as informal panel, or poster session;  
Planning a program, but not presenting

60% funding Member of a committee

40% funding Attending for professional development or own edification

Covered expenses are defined as

For the 100% level, 100% of actual registration, transportation, hotel, transfer costs and food per diem

For other levels:

Registration

Transportation costs at an average rate that is reasonably available at a reasonable time such as quoted by the university travel agency and, for ALA, the ALA travel desk.

Average price conference hotel for a half a double rate, or other appropriate accommodations

Incidentals, such as taxi fares, airport transfers, etc.

Food per diem

Procedure for requesting funding:

Travel request form is submitted. Group leaders and AUL must approve and will make determination of funding and recommend a funding category. Final decisions are made by the Administration Group. This Group will resolve conflicting funding recommendations.

Obligations of attendees:

Regardless of funding level, the expectation is that conference and workshop attendees will bring information and knowledge back to Gelman Library and will share such information and knowledge with colleagues. Proposed method of sharing must be specified on the travel request form.


Effective Date: July 1, 1998 (FY99)

Accepted by Council: August 19, 1998

University of Georgia Libraries

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### Travel and Funding Guidelines

[General Policy Statement with Definitions of Types of Funding Funding Policy](#)

[Procedure to Request Funding](#)

[Unexpended Funds](#)

[Procedure to Reserve a UGA Vehicle](#)

[Procedure to Request Reimbursement](#)

#### General Policy Statement

Staff and faculty training and development is a joint responsibility between the staff/faculty member and the Libraries. Individual staff/faculty are expected to take some financial responsibility for their own growth in knowledge and skill and also to take the initiative in identifying courses, workshops, conferences, and other educational, professional, or skills-oriented opportunities. Staff/faculty professional development is supported by the University Libraries through funding and/or release time from employment responsibilities. *Financial support for training, professional development and travel is based on the availability of funds.*

#### Types of Funding Areas

There are three types of funding areas: administrative, training, and faculty professional development. These are defined as follows:

1. **Administrative** activities are those for which one is asked to represent the University Libraries at a meeting, conference or other activity considered official business. Examples of administrative travel include the following:
  - o Representing the Libraries on user groups or boards, conferences, or other meetings or this type.
  - o Evaluation, inventory, or preparation for shipment of collections that have been purchased by or given to the Libraries.
  - o Negotiation with possible donors or sources for collections.
  - o Visitation to other libraries to relate the practices of another library for possible implementation at UGA.
  - o Meeting with other library administrators to conduct business germane to the functioning of the Libraries.
  - o Recruitment of Libraries faculty.
2. **Training** activities are usually career related, developing skills, knowledge and other qualifications which promote current awareness of advances in your field, or prepare you for additional assignments or positions within the Libraries. Training activities may also be related to current or future objectives of the Libraries in which case you may be invited to participate and asked to share skills learned with others.
  - o UGA Human Resources seminars which have a cost also fall into this category. Criteria for approving UGA Training and Development Seminars which have a cost include:
    - In most cases employees should have passed their probationary period.

#### Libraries Human Resources

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Employment Opportunities

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Training and Development

- Auditing of Classes by Employees
- Links to Resources
- New Employee Orientation
- Training, Conference & Travel Funding Guidelines
- Tuition Assistance Program

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Staff Resources

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Libraries Events Calendar

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Athens Information

- Seminars should have direct application to their current job or possible future job
- There may need to be a limit per person per year

When requesting funding for a UGA Training seminar, complete the "UGA Training and Development Class Fee Payment Authorization" form [http://www.hr.uga.edu/careerdev/fee\\_auth.pdf](http://www.hr.uga.edu/careerdev/fee_auth.pdf) in addition to the [Training, Conference & Travel Funding Request](#) form. Forward both forms to [Becky Wortham](#) or [Connie Fuchs](#). Note the cancellation policy for UGA Training and Development Seminars <http://www.hr.uga.edu/careerdev/payinfo.html>. Those who fail to appropriately cancel a class may face consequences of not being able to take classes in the future.

3. **Professional development** activities are identified as those for personal professional advancement for Libraries faculty. This may include both attendance or more substantive participation at meetings, workshops, institutes, or conferences of professional organizations for the purpose of maintaining currency in the profession. The individual allocation for the fiscal year is determined as soon as possible following budget development, usually by June. Release time, subject to the limitation of maintaining schedules of library services to attend professional and committee meetings, is available to all faculty.

#### Funding Policy

Financial support for training, professional development and travel is based on the availability of funds.

1. Reimbursement for **administrative** activities is normally 100%. Travel under grants or contracts is considered "administrative" if it is chargeable to such grants or contracts.
2. Reimbursement for **training** activities can vary depending on the request.
3. **Professional development** activities are reimbursed by assignment of an equally distributed flat rate of funding each fiscal year. Decisions about which conference(s) to attend and what amount to spend on each are made by individual faculty members. In addition, a supplement in addition to the flat rate will be awarded to librarians who participate in a more substantive way than basic attendance. More substantive participation may include: presenting a paper, editing a publication, conducting a workshop, serving as an officer on a committee or participating in some other significant way in a meeting or conference.

A supplement must be expended for the conference for which it is awarded. Reimbursement for this category of travel is based on the amount the Libraries has designated that year to spend for travel. Funding for individuals under this category will not be affected by the availability of money from other sources, such as grants, compensation for teaching, or outside invitation.

#### Procedure to Request Funding and/or Permission to Travel

1. Complete the [Training, Conference & Travel Funding Request](#) for any type activity, regardless of whether-or-not funding is requested.
2. Route the form and any accompanying documentation or forms to the Department Head for approval and signature.
3. Route the approved form(s) to Becky Wortham or Connie Fuchs in the Libraries' Administrative Office for administrative approval and encumbrance of funds no later than **two** weeks prior to in-state travel; **four** weeks for out-of-state travel. Requests made after the deadline may result in rejection of the request.
4. Unless one is contacted by Becky Wortham or Connie Fuchs, one can assume that the request is approved.
5. When traveling out of state please complete the [Training, Conference & Travel Funding Request](#) form as you would for in-state travel and forward the form to [Becky Wortham](#) or [Connie Fuchs](#) in the Libraries' Administration Office. Out of state travel requires the submission of additional travel authority forms which will be completed by [Connie Fuchs](#) or [Becky Wortham](#). Copies of the completed additional travel authority forms will be emailed to you.
6. When staying overnight while traveling in-state, please remember to present a [State of Georgia Exemption of Local Hotel/Motel Excise Tax](#) form to Georgia Hotel/Motel operators.

**Unexpended Funds**

Funds are allocated on a fiscal year basis. If the flat rate of funding is not expended in one year, it cannot be carried over to the next fiscal year.

**Procedure to Reserve a UGA Vehicle**

For all requests, complete the [Request for UGA Vehicle form](#) and forward the form to [Becky Wortham](#) or [Connie Fuchs](#) in Libraries' Administration.

1. You must use a UGA vehicle for travel, unless a vehicle is not available. Check with [Becky Wortham](#) or [Connie Fuchs](#) on availability.
2. If you must use your personal vehicle (a UGA vehicle is not available) the mileage rate is reflected on the current [UGA Travel Expense Statement](#).
3. If you use your personal vehicle when a UGA vehicle is available the rate is reflected on the current [UGA Travel Expense Statement](#).

**Procedure to Request Reimbursement**

Within two weeks of completing travel, a [Travel Expense Statement](#) must be completed and sent to [Connie Fuchs](#) in the Libraries' Administrative Office. In completing these forms for the University policies regarding travel, per diem, etc., attention is directed to the [University of Georgia Travel Regulations](#).



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<http://www.libs.uga.edu/humres/training/travelguidelines.html>



## Faculty Development Allocations Committee

[FDAC Home](#)

### FY 2010 Professional Staff Development Fund Guidelines

#### FY 2010 Allocations

<b>Rank</b>	<b>Amount</b>
Tenured and Tenure-track faculty:	\$1500
Clinical faculty:	\$1000
Academic professionals:	\$750
Full-time visiting appointments: (includes residents, professional library associates):	\$500

#### Guidelines:

1. The faculty funds will be administered by the FDAC. The academic professionals and visiting appointment support will be handled by the University Librarian.
2. Funds are FY2010 and cannot be carried forward after June 30, 2010. All unspent monies revert to the library administration.
3. Faculty should apply for funds before they travel or make other expenditures, and they should make every effort to expend funds or tell us of the intent to use funds (e.g., ALA annual) by June 1, 2010.
4. Allocations for the fiscal year are pro-rated for faculty members and academic professionals who start their appointments on or after October 1 or who resign their positions prior to April 1. For faculty members and academic professionals with less than full-time appointments, FDAC funds will be apportioned accordingly.
5. The Library Business Office will monitor each staff member's allocation. Staff members may ask for itemization from time to time to review their balance, and may call errors to the attention of the Business Office staff. If there is a difference that cannot be resolved, the records of the Business Office are the official record.
6. All activities must be approved as bona fide professional activities by the FDAC and the University Librarian. Funding amounts are determined by the staff member.
7. The funds may be used to support professional travel, conference attendance, research or purchase of equipment for the individual's research or professional work; note that all equipment is the property of the library and must be surrendered upon separation from the university. Equipment purchases will be coordinated and selection of brands restricted by library policy. Equipment prices are guaranteed as maximum prices. Any savings realized through bulk purchases or rebates will be passed on to the 'buyers,' and increased prices, surcharges, shipping costs will be absorbed by the Library. Any added features, peripherals, memory requested by the buyer will however be charged to the staff member's fund.



8. Items eligible for funding include: professional dues, certification costs, registrations, airfare and ground transportation, hotels, per diem, students' hours for research, photocopying and postage above the nominal amounts, support by library administration, publications, software, equipment and peripherals (brands determined by library), telecommunications costs and continuing education. All normal university and state business policies apply to these expenditures. *If* the hotel in which you stay is *not* a conference hotel *and* the cost exceeds the lodging allowance, the faculty or staff member must provide a travel exception request signed by their unit head. See the details on [OBFS News & Announcements](#). Also, see the [Lodging Allowance Rates](#).
9. To reduce processing of reimbursements, the library prefers to pay for the item on behalf of the faculty/staff member rather than reimburse the faculty/staff member. The Library's MasterCard can be used by the Business Office for most purchases including conference registration. To take advantage of this possibility, complete the necessary paperwork, except for the credit card and signature information and submit the paperwork (or Web printout) to [lib-bus@uic.edu](mailto:lib-bus@uic.edu) with your FDAC or University Librarian approval. Payments are usually processed within 5 days of the completed request being received.
10. If a faculty or staff member makes arrangements to attend a conference and then is not able to attend, any conference or airline cancellation penalties must be paid out of the faculty or staff member's personal funds. FDAC funds cannot be used to cover cancellation fees.
11. A faculty or staff member may not delegate their funds to another faculty or staff member. If a faculty or staff member will not use their funds in a given year, the funds will return to the library but will not be redistributed to other faculty or staff members.
12. Joint equipment purchases are not permitted but research expenses (such as poster expenses or student hours) may be shared by two or more faculty or staff members. Research expenses can be shared in any manner specified (i.e., a 50/50 percent split or a 75/25 percent split.)
13. REMINDER: Effective July 1, 2006, reimbursement vouchers submitted more than 60 days after the completion of travel or the expenditure occurrence will be reported as taxable income unless a Reasonable Justification form has been submitted and approved by University Payables. The reimbursed amounts will be subject to federal withholding of 25%, state withholding of 3% and, if applicable, Medicare withholding of 1.45%. This withholding will reduce the amount of the employee's net income in a subsequent pay period. For more information visit the [OBFS Travel Reimbursement page](#).

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## ISU Library Travel Policy

### PURPOSE

The purpose of this policy is to support the Library in conducting its work and the active participation by the library faculty and staff in professional meetings, workshops, and seminars that will be beneficial to the University, the Library, and to the individual staff member. Library travel and reimbursement for travel are subject to general University-wide regulations as well as specific Library regulations. [Complete information regarding University regulations](#)

### FUNDING

It is the policy of the Library to support work-related travel as fully as possible within budgetary limitations and without significantly impairing library operations or services. All funding amounts are established by the Library administration and allocated on the calendar year. Encumbered allocations carry over to the next calendar year for final payment. Unspent allocations do not carry over to the next year.

### TYPES OF TRAVEL

The following categories comprise the travel support program:

#### A. Faculty Professional Development and Research Travel

- **Faculty** travel that promotes professional growth, professional knowledge and/or permits the individual to contribute to the profession
- Conference and library-related professional organizations (e.g., ALA, ILA/ACRL, SLA, etc.) or subject-based organizations
- The annual budget allocation also provides financial support for faculty research projects as overseen separately by the Travel and Research Funds Committee
- Faculty requests are submitted through and approved by the Travel and Research Fund Committee who will solicit information about individual travel plans and research projects for the fiscal year
- Individual funding allocations for travel are based on the following:

##### Level I

General Library Faculty travel base funding - \$1,000

##### Level II

Faculty members who:

- a. are officers of state or regional groups, or
- b. present a paper/poster at state or regional meetings – an additional \$400 or \$1,400 total

##### Level III

Faculty members who serve on national/foreign committees – an additional \$600 or \$1,600 total

##### Level IV

Faculty members who:

- a. are untenured, or
- b. chair a national/foreign committee, or



- c. present a paper/poster at national/foreign meetings, or
- d. are elected officers of national/foreign groups – an additional \$800 or \$1,800 total

**B. Staff Development Travel**

- **Merit and P&S** employee training and travel fund administered through the Staff Development Advisory Committee
- Denotes need for training/updating skills
- Requests submitted throughout the year as announced and will be considered until budget funds are exhausted
- Funding and release time must be approved by immediate supervisor, department head, and AD (see Travel Procedures and Guidelines) and will adhere to all appropriate union contract rules
- Full or partial reimbursement based on yearly funding and criteria established by the Advisory Committee (see Staff Development Advisory Committee on Intranet)
- Funding may also be used for training opportunities brought into the Library

**C. Business Travel**

- **All faculty and staff** travel undertaken as a requirement of the position, the faculty and P&S recruitment process, or because of the value or need of such travel to the Library in conducting its work
- Educational and professional opportunities to improve/conduct the Library's work and/or meet departmental/library operational goals. Funding may be used for training opportunities or speakers brought into the Library. Examples include:
  1. IT/computer/systems training
  2. Workshops and training directly related to position responsibilities or special assignments
  3. Recruitment and diversity
  4. Conducting library/departmental work
  5. Board of Regents/inter-institutional or state-wide activities representing the library
- Annual allocations are determined by the library administration
- Each division is also allocated a focused operational travel budget to fund travel and staff development opportunities (e.g., local workshop fees, partial funding for staff development proposals, and matching funds for larger business travel requests). The ADs are responsible for managing these budgets.
- Staff should be vigilant in looking for external funding opportunities (full or partial) through liaison departments, grants, or other outside sources
- Approval of business travel requests will be based on the following:
  1. Benefit to Iowa State University. Enhancement of the library's ability to support the teaching and research goals of the university
  2. Relevance of the event to the person's job responsibilities or special assignments
  3. Direct benefits to the library or the academic liaison department
  4. Support of supervisor/department head/AD
  5. Meeting more than one of the above criteria will increase chances for reimbursement

**D. Administrative Travel**

- **Dean's, Administrative Cabinet's, and library development activities and travel**
- Required by position assignment, special assignment representing the library, conducting the business of the library, or the library development program. Or, supports personal professional service and/or research activities.
- Can be requested, but is designated by the administration

**TRAVEL PROCEDURES AND GUIDELINES**

- A. All travel requests must be submitted for approval by completing the "ISU Library Travel Request Form for Faculty and Support Staff." (See Intranet > Forms > Travel Request) On-campus, free workshops/seminars, consisting of less than four (4) hours of work time do not need a Travel Request Form but must have supervisor approval
- B. Staff must apply for funds **before** traveling – without prior approval, purchases with personal funds will not be reimbursed
- C. Staff should submit completed Travel Request Form to the Dean's office staff at least two (2) weeks prior to travel (all authorizations must be noted)
- D. Completed Travel Request Form and registration form should be submitted to the Dean's office staff for pre-payment of registration fees, three (3) weeks prior to the registration deadline
- E. Staff requesting travel money must address the purpose of the travel – "place visited, purpose of trip and nature of involvement" on form. Funding levels are dependent on nature of travel and established criteria
- F. The University Library generally follows established University guidelines for reimbursement of travel expenses – **please work with the Dean's office staff and the Web Travel system for specific reimbursement questions prior to travel.** For assistance calculating mileage, see the university's [Mileage Guide - Iowa](#) or [Mileage Guide - Out-of-State](#).
- G. Once travel has been approved, you will receive a notice of approval or denial of funding (if requested), and what **original** receipts will be required for reimbursement
- H. Travelers should submit reimbursement receipts to the Dean's office staff within five (5) days of travel
- I. All staff receiving travel money for training or professional development should expect to report back to their department or staff at large any knowledge or expertise gained
- J. Staff who have received approval but do not travel, should notify their department head, AD and the Dean's office as soon as possible so funds can be recovered.

Approved by Dean's Council 9/14/05

Approved by Dean of the Library 9/15/05

### Policy and Procedures for Funding Travel/Professional Activities

The MIT Libraries place significant value on the growth and development of its professional/administrative staff. It is expected that librarians, archivists, and administrative staff will take the initiative to develop their own personal and professional skills and pursue a level of commitment that enables them to make meaningful contributions to the work of the MIT Libraries, the Institute, and their profession. The MIT Libraries provide support and encouragement for professional growth through established career path guidelines (in the case of librarians and archivists), counsel from senior professionals, and some level of financial support for appropriate training, development, and professional participation.

This policy has been updated to reflect the current financial climate and resulting cuts to the Libraries' travel budget. It also attempts to dispel misconceptions, standardizes practices that have been taking place informally, and institutes new features based upon staff input and current practice at similar institutions. This policy also represents an effort to allocate travel and development funds both wisely and equitably.

The MIT Libraries' Travel Policy is based on parameters set forth in the MIT Travel Policy.

**Guidelines/justification for requests:** Before initiating travel/activity requests, staff must discuss their plans with appropriate supervisors or department heads. When approving requests supervisors, department heads, and associate directors will consider and weigh factors which include but are not limited to:

- The potential impact of the event on the staff member's professional development
- Career development planning outlined in performance reviews or promotion plans
- The potential impact of learned skills or knowledge on the MIT Libraries, both locally and system-wide
- The potential impact of the staff member's absence on department activities and other department staff
- The amount of travel (funding and release time) the staff member has engaged in over the past year

An annual dollar cap of \$1350 per professional staff member has been set for FY10. Financial support for professional activities undertaken between July 1, 2009 and June 30, 2010, both local and non-local, must be managed within this dollar cap. All requests must be justified\* and supported by appropriate local administrators in order to be eligible for funding, and requests forms must be received and approved PRIOR to participation in the event. Expenses incurred without prior approval will not be reimbursed.

\*An informative and compelling justification must be provided for each trip (in the "Justification for Attendance" section of the Travel/ Professional Activity Request Form). While this statement may be relatively brief, travelers are required to document their active involvement in or attendance to the event. Useful information here would be: 1) as member of \_\_\_\_ committee, will attend meetings to \_\_\_\_; 2) will attend [*insert specific program title*] to learn more about \_\_\_\_ for my work on \_\_\_\_; 3) will use opportunity to informally meet and network with other professionals who are working on \_\_\_\_ to determine best practices, new models, \_\_\_\_, etc.; 4) will be presenting a paper or poster session on \_\_\_\_; 5) will visit vendor exhibits to learn more about \_\_\_\_; etc.

The \$1350 dollar cap applies to activity in FY10; the cap will be reviewed and adjusted for the following fiscal year if appropriate. This spending cap approach has been implemented in order for the Libraries' to plan and manage the travel budget responsibly within tighter financial constraints and to ensure equitable distribution of funds among eligible staff.

There will be a small pool of funds available to accommodate extenuating or special circumstances associated with professional development funding requests that may exceed the per person cap, or for unanticipated or unique opportunities that may arise after an individual has met his/her spending limit. Approval for these types of occurrences must still be requested using the MIT Libraries Travel/Professional Activities Request Form. The requestor must provide an explanation for requesting funds over and above the individual dollar cap in the "justification" section of the form.

**Levels of participation:** Participation in an event may be described as either 'active involvement' or 'attendance.' *Active involvement* describes activities or roles such as committee officer or member, panelist or presenter, poster session presentation, program planner, etc. *Attendance* describes activity supporting early career development, exposure to current issues and best practices, and elective skill development. Active involvement will be funded as a high priority. However, attendance is acknowledged to be of vital importance to professional growth. For example, entry-level staff need time to become engaged in organizational work. Also, an event such as a subject specialist's academic organization may be attended for its informational value. A balance between active involvement and attendance should be represented both in individuals' career development plans and in the allocation of travel support across the system.

**Paid release time:** All approved professional activities and associated travel, including transit days, which occurs on traditional workdays, is treated as paid release time. Release time is provided for approved travel even when funding is not needed or granted.

**Covered expenses:** Allowable, reimbursable expenses for which the professional activities/travel dollar cap may be used are:

- **Registration.** Normally, registration is reimbursed at the membership rate. However, membership in an organization cannot always be expected. Subject specialists, systems staff, and others may attend events, which are not library-based but relevant to their jobs. In such cases, non-membership rates may be funded.
- **Transportation.**
  1. Airfare. It is expected that 'lowest available airfare' will be sought. Business class fares may be considered for professional travel only in extenuating circumstances. Contact the Libraries' Financial Administrator in advance of making reservations to see if circumstances meet the criteria and funding parameters.
  2. Rail. Train travel is an approved alternative to air travel and travelers may elect to business or coach class. However, reimbursement of the train fare will be capped at the cost of a reasonable roundtrip airfare between Boston and the event location.
  3. Auto. Use of personal vehicles will be reimbursed at the standard Institute rate per mile, plus parking and tolls. If requesting funding approval for the use of a rental car, contact the Libraries' Financial Administrator in advance for information about Institute restrictions.
- **Other ground transportation.** Transportation to and from airports, including reasonable tips, and airport parking, is reimbursable up to \$30 per event.
- **Accommodations.** Hotel and other accommodations are funded at a maximum of \$100 per night. In general, a four-night maximum is acceptable. If organizational

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Policy and Procedures for Funding Travel/Professional Activities

duties justify additional nights, they may be requested; an explanation of the need to exceed the maximum lodging allowance should be provided.

- **Internet Access Fees.** Online access fees incurred for business purposes will be covered, per day, as reasonably assessed by the hotel or other provider.
- **Agent Fees.** Fees for travel agents may be reimbursed.
- **Extra Bag Fees.** Fees charged by airlines for extra baggage may be covered.
- **Telephone Calls.** Telephone calls are not covered for domestic travel. For international travel, one telephone call per week is covered.

**Not funded:** Meals, receptions, tours.

**Travel advances:** Expenses that may need to be paid in advance may be requested (see MIT Travel Policy).

**Local events:** Events that take place within the Boston Metropolitan Area will be funded within the individual cap. Typically, registration, transportation and parking fees are covered. Overnight accommodations are not covered unless an applicant can justify the need for an overnight stay (e.g. officer or planner in charge of an event, very early morning start time, etc.).

**International events:** With proper justification, travel outside North America is eligible for funding. Many foreign destinations are sometimes less expensive than domestic locations. However, international trips that incur especially high expense may receive only limited funding.

**Supplemental Department Funding:** In some circumstances, Department Heads may elect to provide supplemental funding to staff for expenses not covered or only partially covered by the Libraries' travel budget, expenses not normally covered under the Libraries' travel policy, expenses that exceed the per person dollar cap or side-trips or site-visits. The Libraries' Financial Administrator should be consulted in advance to ensure that expenses proposed to be covered by individual department funds are allowable under the MIT travel policy.

**Combining Personal/Leisure with Library-Funded Travel:** It is possible to combine personal or leisure travel with travel that is undertaken at the Libraries' expense. However, it is important to contact the Libraries' Financial Administrator prior to submitting the "Travel/Professional Activities Request Form" to clarify restrictions and determine logistics and appropriate procedures.

**Trip changes and cancellations:** Penalty fees will be covered by the Libraries when changes or cancellations result from family emergencies, workplace demands, or other unavoidable circumstances. The requestor will cover penalties that result from a simple decision not to attend an event. It is the responsibility of requestors to notify the Financial Administrator about cancellation or significant funding-related changes.

**Requesting Funding and Approval:** The "MIT Libraries Travel/Professional Activity Request Form" is available in both .pdf and Excel formats on the Administrative Services page of the staff web, under the Travel section and the Forms section. This form should be used for all support requests; instructions are included.

1. The form should be completed and then routed via e-mail to department heads and associate directors for approval, ultimately ending up in Administrative Services via [travel-lib@mit.edu](mailto:travel-lib@mit.edu).

2. It is important to provide specific and compelling justification for events as this is the basis on which Department Heads and Associate Directors will approve requests.
3. Associate Directors in approving requests will also confirm/ designate the appropriate travel type.
4. Administrative Services will assist in tracking individual spending cap balances

**Requesting Reimbursement:** Reimbursement should be requested using the standard "Travel Expense Voucher". Individuals have the option of managing their own allowable expenses within the dollar cap and may not necessarily request reimbursement for all incurred expenses. Individual caps will be monitored in Administrative Services and expenses deducted from individual "accounts" according to the Travel Vouchers submitted.

*Revised 06/15/09*

*Revised 02/11/08*

*Approved by Library Council 6/5/02*



# NCSU LIBRARIES TRAVEL AND TRAINING GUIDELINES AND PROCEDURES

*July 2008*

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## I. Purpose and Eligibility

The NCSU Libraries encourages professional involvement and work-related development for library staff. Continuing development and education benefit the Libraries, the university, the profession, and the individual. Travel funding and release time provide support for this facet of a dynamic library program. Travel must be in accordance with state and university policies.

Library personnel may request funds to provide assistance to attend professional conferences, workshops, courses, seminars, symposia, etc. (the term "meeting" will be used in this document to refer to all of these events). Employees in regular positions who have at least half-time appointments are eligible to request travel support. Support for professional development that requires international travel is normally limited to reimbursement of registration. The Libraries does not support travel within 3 months of an employee's separation from the NCSU Libraries.

Those requesting funding and/or release time for travel must demonstrate that meetings attended are work-related and will enhance job performance, competence, or professional growth. Because the benefit of the experience is shared by the Libraries and the individual, and because funds are limited, the cost of travel for development is usually shared by the individual and the library. Travelers are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal funds. Excess costs, circuitous routes, upgrades and luxury accommodations, as well as costs incurred for convenience or personal preference, will not be funded.

Non-exempt staff attendance at training and development meetings must be strongly related to position responsibilities, as time attended is considered time worked under the Fair Labor Standards Act. Non-exempt employees must include travel time to and from meetings as time worked. Non-exempt staff and supervisors considering requests for travel authorization outside the Triangle should consult with Personnel Services for guidance on calculating and recording time worked to prevent unauthorized accrual of overtime.

Essential travel: Occasionally, due to budget constraints, travel may be restricted to that which is considered essential. The Libraries considers travel to be essential when the requester is the chair, officer, or member of a major committee or of the sponsoring organization; is listed as a speaker or awardee on the published program of a professional meeting; is attending a meeting that has been approved as a primary meeting; or when the sponsoring agency is covering the traveler's expenses. The state or the university may impose more restrictive limitations.

## II. Categories of Travel

<b>Administrative Travel</b>	Travel to serve as an official representative of the Libraries as authorized by the Vice Provost and Director of Libraries.
<b>Digital Library</b>	A subset of Administrative Travel, to further digital library programs and services.
<b>Fellows</b>	A subset of Administrative Travel to support NCSU Libraries Fellows. ALL Fellows travel and training must be paid from this stipend; Fellows are not eligible for other travel/training categories. <b>See Appendix 2 for Guidelines.</b>



<b>Training</b>	A subset of Administrative Travel for training in skills that are directly related to an employee's current position.
<b>IT Training</b>	A subset of Training, to further information technology services.
<b>Distance Learning</b>	Training and travel for Distance Learning initiatives and projects.
<b>Developmental Travel</b>	Travel that is beneficial but not critical to maintaining library operations and that is integral to the Libraries' strategic directions. Meetings for staff members to gain new knowledge, deliver papers and presentations, participate in panels, manage workshops, or serve as organizational officers, chairs, or committee members. The minimum for reimbursement for exempt staff is \$20; travel with expenses less than \$20 should be treated as Release Time Only. There is no minimum reimbursement for non-exempt staff.
<b>NC LIVE</b>	Training for NC LIVE staff and projects; restricted to staff paid from NC LIVE budget or working in an official capacity for NC LIVE.
<b>Regularly Assigned Duty Travel</b>	Travel by those in positions whose regularly assigned duties require travel, <i>e.g.</i> , travel to evaluate collections for potential donation, travel to deliver instruction to NCSU distance learners, travel by NC LIVE staff to member libraries. Employees in such positions should complete a <b>blanket authorization request</b> at the beginning of each fiscal year. <i>See Appendix 3 for Guidelines</i>
<b>Release Time Only (RTO)</b>	This category applies to exempt staff only for work-related travel that does not require the use of leave, but for which there is no reimbursement of expenses.

### III. Review and Approval of Travel Requests

The Libraries Travel Request Form must be completed in its entirety and submitted with **all** required documentation in order for an employee to receive authorization to travel (except for Regularly Assigned Duty travel). The requestor should submit the form at least three (3) weeks before travel begins, to allow adequate time for the review process, registration, and to ensure best airfares. Travel without prior approval through all levels may make the employee personally liable for all costs associated with the travel.

In general, travel requests pass through the following review process: 1) department head, 2) assistant/associate director for division, 3) Library Travel Committee (LTC) (Developmental only) *or* AD responsible for funding source, and 4) Director of Libraries. Reviewers should route requests promptly to assure that travelers can take advantage of early registration, airfare, and lodging options.

Supervisors/administrators will review requests to determine the benefit of travel to the Libraries and to the individual, and to consider the effect of travel on departmental

staffing and divisional needs and priorities. Each reviewer certifies that s/he has verified that all required documentation accompanies the request, provides comments, and indicates the priority level of the request and whether it is or is not supported. Once the review process is completed, the applicant will be notified of the action taken by return of a copy. With the exception of library-assigned travel, expenses are approved on a line-item basis unless otherwise noted. **Employees will be responsible for expenses that exceed approved amounts.** If circumstances beyond the traveler's control increase the anticipated cost of travel beyond any approved 20% revision to airfare expense as described in Section V, the traveler should contact his/her department head or assistant/associate director immediately AND submit a revised Travel Request Form.

Note: Finance and Business will not incur any expenses (such as pre-paying airfare or registration) until an approved Travel Request Form (with all signatures) is on file.

Type of Travel	Approvals Needed, Based on Type of Travel				
	Dept. Head	AD for Unit	Asst/Assoc. Dir. Responsible for funding source*	LTC**	Director
Administrative, Digital Library, IT Training, Fellows, NC LIVE, Distance Learning	X	X	X		X
Developmental	X	X	X	X	X
Training	X	X	X		X
Release Time Only	X	X			X
Regularly Assigned Duty	X				

\*Administrative – Vice Provost and Director of Libraries  
 Digital Library, IT Training, – AD for Digital Library  
 Training, IT Training, Developmental, Fellows – AD for Organizational Design and Learning  
 Distance Learning – Deputy Director  
 \*\* LTC - consult the NCSU Libraries Intranet to determine the current chair of the Library Travel Committee

#### IV. Guidelines for Expenses

Staff are expected to seek the most reasonable fares and accommodations, allowing for safe travel. Guidelines apply to "normal and predictable" types of travel. In cases where an urgent need does not permit planning in time to receive reduced fares, or in case of an emergency that necessitates excessive or unusual cost, a thorough explanation of circumstances is required.

**A. Transportation.** Travel should be by the most economical, direct, and usually traveled route and method.

-- **Air fare** should be at the best available advance purchase coach rate. Travelers who prefer to have tickets paid directly by the Libraries may book tickets through the Libraries' approved travel agent and may include the agent's booking fee. Travelers who purchase their own tickets may submit paperwork for reimbursement in advance of travel. Proof of completion of the flight is required after the trip.

--Employees may use a **state car or personal car** for travel within the state or to neighboring states when that is more economical than air travel. For out-of-state travel, cost comparison with air travel must include lodging and extra time away from work required when driving instead of flying.

--To estimate the cost of a **state vehicle**, check the University Motor Pool at Fleet Services, <http://www.ncsu.edu/facilities/fac-ops/mp/index.php>.

--When the Libraries is paying for a state vehicle(s) to transport staff to a meeting, there will be no reimbursement to travelers who choose to use a personal car when space is available in the state vehicle.

--Family members (who are not library employees) may not travel in state vehicles without prior approval from the Vice Provost and Director of Libraries.

--Travelers are not normally permitted to request reimbursement for **rental cars** (See Appendix 1).

--Parking, toll charges, taxi/shuttle fares, and other related expenses must be requested and approved in advance.

**B. Lodging.** Travelers should seek safe and reasonable lodging. Lodging should be close to the meeting site, such as in a conference hotel, to reduce commuting expenses. When possible, rooms should be shared, but a supervisor may not share a room with a member of his/her staff. Expenses for family members or other non-library employees sharing a room are not eligible for reimbursement.

**C. Registration.** Registration fees will normally be paid/reimbursed at the **advance registration member rate**.

**D. Meals.** Reimbursement for meals may be requested in accordance with current state subsistence rates:

<http://www.ncsu.edu/policies/finance/travel/REG07.65.8.php>.

#### V. Revisions, Cancellations, Accidents

Due to the volatility of airfares, funders may designate approval of requested fare plus 20%. The traveler may then book the ticket at the fare available at the time travel is authorized, up to that amount. If the only flight available exceeds that amount, the

traveler must immediately notify the divisional AD to find out whether the Libraries will fund the excess cost of the ticket.

Funding for any other increases to projected and approved expenses must be requested in advance through a revised Travel Request Form.

If an exceptional/unavoidable situation occurs **during** travel that will increase the cost of the trip beyond that approved (for example, a flight cancellation forces the traveler to spend an extra night in a hotel), the traveler should contact, via phone and email, his or her assistant/associate Director and the Director of Finance and Business to explain the circumstances. Outside business hours, the traveler must use his/her best judgment in keeping with the reasoning of a "prudent person traveling on personal funds."

A traveler who **cancel**s an approved trip must **immediately** notify the department head, the assistant/associate director, and the Director of Finance and Business. If costs have been incurred by the Libraries (e.g., registration or airfare) the employee will make every reasonable effort to gain a refund. The employee will be expected to repay non-refundable expenses unless the cancellation was at the request of the Libraries, with prior approval of the Vice Provost and Director of Libraries. In the event of an accident, serious illness or emergency, the Director may use her discretion regarding payment of charges and penalties. To confirm cancellation, the traveler should return his/her copy of the approved Travel Request Form to Finance and Business. If the cancellation results in an unused plane ticket, reimbursement may be delayed pending use of the ticket at a later date for another approved trip, subject to repayment of any extra costs incurred in rescheduling.

All motor vehicle accidents involving university-owned vehicles and rental cars used for official university business must be reported to the police, NC State Insurance and Risk Management (<http://www2.acs.ncsu.edu/insurance/>), the Director of Finance and Business, and the rental car agency, no matter how small the cost of damage or who is at fault. See the Motor Vehicle Insurance and Risk Management Regulation ([http://www.ncsu.edu/policies/finance/ins\\_risk/REG07.35.3.php](http://www.ncsu.edu/policies/finance/ins_risk/REG07.35.3.php)) for information on insurance coverage for state, personal, and rental vehicles.

**VI. Separation from the Libraries.** Unless waived in advance (as indicated by the Vice Provost and Director of Libraries on the Travel Request Form), the Libraries expects employees who travel within three months of a voluntary separation to repay travel expenses.

#### **VII. Library Travel Committee**

The Library Travel Committee (LTC) is a standing committee that administers the Libraries' **Developmental** Travel budget. LTC members review all requests in the category of Developmental Travel. The Assistant Director for Organizational Design and Learning (ADODL) is the Directors Council liaison to the LTC. The ADODL informs the committee of the total amount of developmental travel funds expected to be available for the fiscal year.

**Committee Composition/Eligibility.** The LTC is composed of five librarians, elected to staggered three-year terms by the library faculty. All library staff holding regular EPA appointments, with the exception of members of the Directors Council, are eligible to serve and to vote on the LTC.

**Elections.** Elections are conducted each February by the NCSU Librarians Association. Nominations must be submitted to the Librarians Association by the end of January (self-nomination is encouraged). Voting is by secret ballot. All terms are for three years (July 1 through June 30). If a seat is vacated before the end of a term, a special election will be held for a replacement, who will serve the remaining term. The LTC elects a committee chair annually from among its members.

**Meetings.** The LTC meets quarterly or more frequently if deemed necessary by the chair. The LTC meetings are closed, and discussions held in confidence. Travel requests are reviewed regularly by the committee. Information about LTC meeting dates is issued by the LTC chair.

**Funding Priorities.** The LTC will consider applicants' purposes for traveling, previous awards, expected benefits for the Libraries, number of staff attending the same meeting, and other pertinent factors in making its recommendations. The LTC bases its decision on the following priorities (in order):

1. Those presenting a paper or address, those with workshop, training, or teaching obligations, and panel members.
2. Those who hold organizational office or are committee chairs.
3. Those who are committee members or those attending workshops or courses pertinent to providing important and up-to-date library services.
4. Those attending a primary professional meeting in their discipline.
5. Those attending meetings for professional development.

The LTC may give special consideration to those who have not previously received travel funding.

**Funding Formula.** The LTC reserves the right to differentiate proportions funded, based on library priorities.

This document is maintained by the Libraries Office of Personnel Services  
Revised 07/22/08 WLS

## **Travel Policy**

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- Policy
- General guidelines
- Categories of travel:
  - Administrative
  - Non-administrative
- Procedures
- Reporting

### **POLICY**

Professional involvement by exempt staff is important to the Northwestern University Library. Attendance at and participation in professional meetings is recognized as beneficial to the Library organization and to the University as a whole. Making contributions to the field of librarianship and to scholarship, enhancing the collections and services at NUL and furthering cooperation with other libraries are important professional activities. Through its exempt staff, the Library seeks to influence and contribute to regional and national library developments that will enhance our ability to support the teaching and research goals of the University.

Therefore, the Library Administration is committed to assisting attendance and participation in professional activities to the maximum extent possible in order to enhance professional growth and development of the exempt staff membership. This assistance is given through financial support of travel and release time to attend professional activities. Professional travel should be viewed as the shared responsibility of the University Library and the staff member, and the individual is expected to share some of the costs.

### **GENERAL GUIDELINES**

Professional travel includes attendance at and participation in professional workshops, institutes, conferences, seminars, and other specialized meetings conducted on a local, state, regional, national or international level; visits to vendors; visits to other libraries for the purpose of examining specific operations, applications, etc.

Funds allocated annually to the travel budget will be used to provide financial support for these professional activities. Each exempt staff member will be eligible for travel funding as described in this policy.

The travel policy should be reviewed by the Assembly at least every three years (or more frequently as needed); recommended revisions should be submitted to the Library Administration for approval.

The travel policy adheres to all University Travel Policy guidelines.

### **CATEGORIES OF TRAVEL**

#### **I. Administrative travel:**

This category includes travel initiated by Library Administration for the purposes of conducting general library business and approved by the University Librarian. Up to full reimbursement of University-allowed expenses is given. This category includes:

- 1) Attendance as official representative of the Library at meetings of associations and other organizations in which the Library holds an institutional membership (e.g. ARL, CIC, OCLC)
- 2) Attendance at meetings where an individual has been designated to officially represent the Library
- 3) Professional development required by the University Library in training sessions which directly increase the Library's ability to perform its mission

- 4) Other official NUL business, such as:
- Contacting outside funding agencies or meeting with prospective donors
  - Development of vendor relations or
  - Site visits

## **II. Non-administrative travel**

This category encompasses all professional travel not undertaken for the purpose of conducting general library business. This includes:

Conference participation and attendance: travel undertaken to present a paper or poster session, participate in a panel discussion, chair or moderate a session, serve as elected/appointed officer or committee member (or otherwise engaged in organizational activities) of a professional library or scholarly organization.

Professional development initiated by the staff member: travel to a conference, meeting, workshop, etc. undertaken to broaden a staff member's perspective, to keep current in their field and in the profession as a whole, to become involved in professional activities, or to promote, improve or enhance job-related skills.

“Blended” proposals, in which both administrative and non-administrative travel occur in one trip, can also be submitted. This might occur, for instance, if a staff member attending ALA also attended a pre-conference workshop directly related to job duties. If approved, the expenses for the pre-conference might be reimbursed as administrative travel, while the remaining conference expenses would come out of the staff member’s annual travel allowance.

## **PROCEDURES**

### Administrative travel:

Employees will be reimbursed for 100% of approved expenses for administrative travel. Reimbursement for local Administrative travel will include registration, transportation, parking and any meal which is a part of the travel.

Using the travel request form, all requests for Administrative travel must be approved by the staff member’s immediate supervisor, division head, and the University Librarian. This approval is for consideration of the necessity of the travel as well as the consideration of the time off. The employee should make every effort to turn in the request as early as possible. When approved, a copy of the travel request form will be forwarded to the Business and Finance Office by the office of the University Librarian. The employee approved for administrative travel will follow University guidelines with regard to air travel, car rental, hotel, registration, per diem for meals, and any other expenses related to travel.

Staff will notify their supervisor if not taking a trip for which approval was granted and notification will be conveyed to the Business and Finance Office.

Within four weeks of the completion of the travel, the employee should complete a travel expense form and submit appropriate travel receipts to the Business and Finance Office to obtain reimbursement. In accordance with University policy, the signature of a supervisor is needed in order to submit the request for reimbursement.

### Non-administrative travel:

In order to support the autonomy of the individual professional and the department, financial support for non-administrative travel will be handled through an annual travel allowance. The amount of the travel allowance available for non-administrative travel will depend on the available travel budget and will be determined by the University Librarian in consultation with the Assembly of Librarians. A memo with the specific amount of the travel allowance will be sent to exempt staff in July for the fiscal year which begins September 1.

In addition to the base, additional funds are provided for one of the following:

- Librarians new to the profession will be given an additional \$200.00 per year for 5 years after completing the MLIS.



- Employees whose salary is in the lower 15% of salaries and who are not new librarians will be given an additional \$200.00 per year as long as the salary remains in the lower 15%.

Employees who are eligible for either provision will be notified of their status in the annual travel memo, which will include the total amount of the allowance (base + supplement) available to them.

All requests for non-administrative travel must be submitted using the travel request form. A request for travel may be made at any time during the year and is submitted to the immediate supervisor for approval. This approval is for consideration of the relevance of the travel as well as the consideration of the time off. Each eligible employee is free to use his or her travel allowance for any travel which:

- is relevant to the individual's employment;
- is in compliance with University guidelines for travel; and
- has been approved in advance by the supervisor.

Within the parameters of the travel allowance, employees are not limited to a specific amount of money per single trip provided the expenses for which reimbursement is expected follow University guidelines for travel. Exempt employees are free to choose to spend the total travel allowance on one trip or spread it over a number of trips. There is no roll over of funds to the next year nor is there borrowing from one year to pay for travel in the previous year.

Staff will notify their supervisor if not taking a trip for which approval was granted.

Within four weeks of the completion of the travel, the employee should complete a travel expense form and submit appropriate travel receipts to the Business and Finance Office to obtain reimbursement. In accordance with University policy, the signature of a supervisor is needed on the request for reimbursement.

**International travel:**

International travel is funded either as administrative or non-administrative travel, whichever is appropriate. Employees traveling internationally should use the procedure for the type of travel they are requesting, as described above. No extra funding will generally be available for non-administrative international travel. However, if the employee can demonstrate that part of the trip fulfills the criteria for administrative travel, the employee may submit a blended proposal for reimbursement of expenses for the administrative portion.

**REPORTING**

It is expected that employees who engage in travel for which there is either time off or funding given, will share the benefits of their attendance with their colleagues in an appropriate form such as a written brief report or a verbal report at a departmental meeting, a meeting with interested parties or other forum. Not all meetings, such as annual ALA meetings need to be reported on in detail, however, sharing relevant information from the ALA or other similar professional meetings is always welcomed.

Historical notes: Originally issued Dec. 15, 1976. Revised: April 30, 1993 and August 29, 2002. Issued as Policy & Procedure Manual p. 90-95A (Chapter II). Modified: August 29, 2002. Revision submitted to the Assembly for approval: April 2, 2007. Revisions approved by the Assembly: April 16, 2007. Administrative Committee approved Policy: June 19, 2007