



Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

**Division of Academic Affairs
Faculty Travel Procedure
Effective July 1, 2024**

The Division of Academic Affairs places a high value on the scholarly and creative activities of our faculty. As such, support for travel related to scholarly endeavors and creative activities is a Division priority. These guidelines are intended to expand access to travel funds and fairly distributed limited resources in order to maximize support for research, scholarship, and creative activities. This procedure permits additional discretionary support for professional development activities as well as other infrequent requests for travel support.

I. Faculty Travel Related to Scholarship and Creative Activities

Supported travel includes:

Conferences: Typically, faculty should be presenting at the conference, but support also considered for conference organizers.

Research: Includes research at libraries, archives, collection of data, etc. when part of an ongoing research program that has or will result in publications or creative activities.

Creative Activities: Exhibitions, performances, etc.

Presentation of Student Research: Faculty travel with students who are presenting research at a conference, including co-authored papers (sometimes funded by IRA) funds.

Eligibility:

Due to budget restrictions, T/TT faculty are eligible for only one trip per year during fiscal year 24-25.

Lecturer faculty who are either full time or on a three-year contract with an annual 18 unit entitlement are also eligible for one trip per academic year.

Allowable expenses:

Conferences, Exhibitions, and Performances:

Local (Santa Barbara and Ventura Counties): Conference fee + Mileage

Regional (Monterey County to San Diego Counties): Conference fee + Mileage + Hotel. Limited to \$1500 maximum per trip

US: Airfare + Conference fee + Hotel + Ground Transportation/Parking. Limited to \$1500 maximum per trip

International: Airfare + Conference fee + Lodging + Ground Transportation/Parking. Limited to \$2000 maximum per trip

Research-only Trips:

Local and Regional: Up to \$200 in reimbursable expenses

US and International: Airfare only + \$100 per day. Maximum \$1500 domestic and \$2000 International

Restrictions:

Ground Transportation and Parking, including mileage to and from airport, taxis, and shuttles, is for US and International Trips only and is limited to \$150.

Travel preauthorization is required 30 days in advance for domestic travel and 45 for international. No exceptions. Retroactive travel requests are automatically denied. *Get your request in early to lock in the lowest rates.* To request travel preauthorization, go to this [website](#).

When submitting a travel request, faculty must also submit evidence that the travel is related to a conference, exhibition, performance, or research.

Probationary faculty with startup funds must exhaust those funds first. There is no limit on the amount claimed for travel or the number of trips funded from startup funds.

Faculty must follow CSUCI travel procedures, found [here](#).

II. Discretionary Support for Faculty Professional Activities and Development

Supported travel typically includes:

Attending a conference related to a University initiative (assessment, advising, high impact practices, etc);

Attending a workshop (Chair's development, fundraising, etc);

Attending a disciplinary council meeting (English Council, etc.); and

Similar types of professional activities or development conferences.

Allowable Expenses:

Level of funding is at discretion of appropriate administrator (Provost, Dean, AVP, etc), but may be fully funded, including airfare, conference fee, per diem (meals), mileage, local travel, and parking. Regrettably, not all requests can be fully funded.

Restrictions:

Travel preauthorization must be submitted 30 days in advance for domestic travel and approved by the appropriate administrator. No exceptions.

Probationary faculty with startup funds need NOT exhaust those funds first.

Comment:

Travel that falls into this category is typically for chairs and others in leadership positions. It is not intended to support scholarship or creative activities.

III. Other Cases

Special requests can always be made to the appropriate Dean. Examples might include travel related to a sabbatical leave, travel partially funded by a grant, travel to receive an honor, a trip that combines multiple conferences, etc.

Each Dean also reserves the right to fund travel that advances the goals of the School, for example, travel related to accomplishing objectives set out in the strategic plan. This includes selecting the faculty who will participate.

Student travel is funded on a case-by-case basis. Departments, Schools, and Centers may fund this from their OE&E or from other sources, such as IRA. There is no limit to faculty travel related to student research if paid from designated funds, such as grants or IRA funding.

Version History

Version	Date	Approval	Comments
2.0	July 1, 2024	Provost Mitch Avila	Revised to limit reimbursed travel to one trip per year for FY24-25; deleted restrictions on travel to banned states.
1.0	March 25, 2022	Provost Mitch Avila	Initial procedure published