



Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

Division of Academic Affairs Faculty Travel Procedure Effective July 1, 2026

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 procedures are intended to expand access to travel funds and equitably distribute 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

a. *Supported travel includes:*

- i. Conferences: Faculty should be presenting at the conference, but support is also considered for conference organizers.
- ii. 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.
- iii. Creative Activities: Exhibitions, performances, etc.
- iv. Presentation of Student Research: Faculty travel with students who are presenting research at a conference, including co-authored papers (sometimes funded by IRA) funds.

b. *Eligibility:*

- i. Due to budget restrictions, T/TT faculty are eligible for only *one* trip per year during fiscal year 26-27.
- ii. Non-Tenure Track 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.

c. *Allowable expenses:*

- i. As defined by the CSU systemwide [Travel and Business Expense Payments Policy](#)

d. *Limitations:*

- i. Funding is limited and will be awarded on a first-come, first-served basis up to the annual budgeted allotment.
- ii. Domestic: trips will be limited to \$1500 maximum per trip.
- iii. International: travel will be limited to \$1800 maximum per trip.
- iv. Any remaining balance from the initial award cannot be repurposed or utilized towards additional travel or split between multiple trips.

e. *Parameters:*

- i. Travel preauthorization in Concur is **required** 45 days in advance for domestic travel and 60 for international. No exceptions. Retroactive travel requests are automatically denied. *Get your request early to lock in the lowest rates.* To request travel funding, go to [AFBO Website](#).
- ii. Faculty must follow Cal State Channel Islands travel procedures, including the submission of a Concur Request prior to traveling and Expense Report upon returning.
- iii. When submitting Provost funded travel requests, faculty must also submit evidence that the travel is related to one of the supported purposes such as; a conference, exhibition, performance, or research.
- iv. Probationary faculty with startup funds must exhaust those funds before requesting Provost funding.

II. **Discretionary Support for Faculty Professional Activities and Development**

a. *Supported travel typically includes:*

- i. Attending a conference related to a University initiative (assessment, advising, high impact practices, etc.)
- ii. Attending a role-specific workshop or council meeting (Chair's development, fundraising, etc.)
- iii. Similar types of professional activities or development conferences

b. *Comments:*

- i. Level of funding is at the discretion of appropriate administrator (Provost, Dean, AVP, etc.); regrettably, not all requests can be funded fully or partially.
- ii. 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**

- a. Special requests can always be made to the appropriate Administrator. Examples might include travel related to sabbatical leave, travel partially funded by a grant, travel to receive an honor, a trip that combines multiple conferences, etc.
- b. 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.
- c. 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. CSU travel parameters apply for faculty travel related to student research if paid from designated funds, such as grants or IRA funding.

Version History

Version	Date	Approval	Comments
4.0	July 1, 2026	Provost Jessica Lavariega Monforti	Removed allowable expense criteria to align with campus and systemwide policy and increased lead time for submission of requests; established limited funding threshold on a first come, first served basis while extending one trip per year to include FY26-27.
3.0	July 1, 2025	Provost Jessica Lavariega Monforti	Revised to indicate Procedure versus Policy; expanded one trip per year to include FY25-26.
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 policy