



***Departmental Support of Faculty Travel: 2007 – 2008.***

The Department will cover the registration fees for attendance of all regular faculty members at approved professional meetings. In addition, regular faculty are granted up to \$1,000 for transportation, accommodation and meal costs of approved academic travel that will enhance their value to the Department.

Tenure-track assistant professors are granted up to a further \$500 for similar travel. Other full-time faculty members are also encouraged to apply for such support. The Department may support attendance of graduate students at academic conferences, if such support is not available from other University and external sources.

For travel plans that exceed the granted amount, and for all international travel, the faculty member is expected to apply to the Graduate School for extra support. In exceptional cases, such as for international travel, the Executive Committee may recommend exceeding the stipulated amount.

The university travel policy may be found at <http://www.mu.edu/bpp/II-1.html>. Rules for reimbursement of meal costs will be found there. Following the university policy, full reimbursement of approved costs at meetings will normally be made only in the case of active participation.

In order to assist the departmental planning process and to ensure reimbursement, faculty must submit a proposal for use of travel funds prior to the travel.

Peter Jones, for the Executive Committee,  
June 15, 2006.