GUIDELINES FOR COLLEGE-FUNDED FACULTY REQUESTED TRAVEL and GENERAL PROCEDURE (all travel funds)

Principles: Funding is limited for travel not covered by existing external sources, such as grants and contracts. Prioritization is needed to identify the types of travel requests that are most justified and in the best long-term interest of the faculty member and the College. Faculty are responsible for sharing news, ideas and acquired knowledge to the faculty-at-large within 2 weeks post-conference. The history of previous attendance and the successful dissemination of information reported by the faculty member will be considerations for new funding.

A. High Priority - Traveler will receive 90% support of the ACTUAL costs of the trip (examples include):
   1. Chair of a session(s) at a major (e.g. national/international) scientific conference or symposium
   2. Plenary or keynote speaker at a major (e.g. national/international) scientific conference or symposium
   3. Significant participation (e.g. as potential PI) in a conference planning grant that is expected to result in near-time submission (i.e. within 3 months) of a large grant application on behalf of the College of Nursing
   4. Training that is considered essential for job performance, and in particular, expansion of academic and research programs at the College of Nursing
   5. Officer status in national/international organizations
   6. Mission critical conferences requiring College of Nursing representation

B. Medium Priority - Traveler will receive 75% support of the ACTUAL costs of the trip (examples include):
   1. Accepted oral presentation(s) at a major (e.g. national/international) scientific conference or symposium
   2. Invited speaker at a major (e.g. national/international) scientific conference or symposium
   3. Education/training anticipated to significantly aid job performance – potential tangible benefit should be identified in the travel request
   4. Poster presentation(s) at a major (e.g. national/international) scientific conference or symposium if it can be demonstrated that the presentation will have high visibility and potential impact

C. Low Priority - Traveler will receive 25% support of the ACTUAL costs of the trip (examples include):
   1. Oral or poster presentation(s) at scientific conference or symposium sponsored by a local or state organization
   2. Attendance at annual/semi-annual conference for a society or organization for which the requestor is a member
   3. Desired education or training activity that does not have direct relevance to job performance

General Procedure for Approval of Travel (all funds/travel):
1. Faculty members wishing to use College Funds to travel to conferences and professional meetings must first complete a PRE-TAR (Travel Pre-Authorization Request). In addition to the information on the PRE-TAR, the faculty member should attach information about the conference or meeting, their role in the meeting, how attendance would assist in their development and/or benefit the College, and the funding source.
2. The faculty member secures supervisor signature on PRE-TAR
3. The faculty remits signed PRE-TAR to the appropriate Associate Dean - AT LEAST 6 weeks in advance of travel.
4. Associate Deans will discuss the requests to determine funding.
5. Associate Dean's administrative support scans the approved PRE-TAR to faculty member, supervisor and Ms. Jean Vaccaro* for the next steps. THE PRE-TAR IS NOT THE FINAL APPROVAL (see next step).
6. If funding is approved, the faculty member will receive an official USF TAR number by email and should not conduct any travel or purchase tickets/hotel, until receipt of this number.

*for Grant and RIA funds use same process, PRE-TAR submitted to Research Admin: Michelle Phillips, Art Thomas or Janice Walker

Updated 9/6/2016
Original 9/22/2010