General:

This policy covers all professional travel, both domestic and foreign. Administrative travel, which can only be approved by the University Librarian, is supported on a case by case basis, and is not part of this policy.

Support for professional travel is provided to all tenured and tenure-track faculty, continuing part-time faculty, academic professionals, and those in visiting professional positions, including individuals supported on grant funds.

Funding support is provided for the **academic year (August 16 through August 15)**. This means travel that extends over the end of June and into July is covered as part of the same academic year not as travel in two different years.

**Travel support is provided on a yearly basis, and is not cumulative.**

Approvals:

No approvals are needed for **Basic Travel**. The University Librarian must approve all requests for **Presentation Travel**, **Board Travel**, and **Administrative Travel**. The Associate University Librarian for Planning and Budgeting provides approvals for **Scholars Travel** and other matching travel support.

Support:

- **Basic Travel** is funded at $1,000 per academic year to all tenured and tenure-track faculty, and academic professionals, including visiting full-time professional appointments and those on continuing part-time appointments of 51% or greater. Individuals on part-time appointments of 50% or less are funded at $750. No approvals are needed. Submit the Travel Support Form on the reverse side with all receipts to the Business Office.

- **Presentation Travel** is funded up to $400 per academic year. These funds provide travel support to present papers or to speak at conferences, symposia, colloquia, etc, outside of the regular professional meetings an individual would attend. For example, a member of ALA presenting a paper at the annual ALA conference would not receive additional support while the same individual presenting a paper at a symposium at the Museum of Modern Art would be eligible for Presentation Travel. Complete Travel Support Form and submit to the University Librarian for approval.

- **Board Travel** is funded up to $400 per academic year. Board Travel is support for individuals who are elected to major offices in professional organizations, e.g. president, executive board, that require attendance at board meetings that occur outside the regular meeting dates of their professional association. Complete Travel Support Form and submit to the University Librarian for approval.

- **Scholars Travel** is supported at $50 per funded request. This support is in addition to any other travel support. Submit completed Scholar’s Travel form to the Associate University Librarian for Services for approval.

Submission for Reimbursement

Submit all travel reimbursement requests to the Library Business Office with all appropriate receipts. To receive reimbursement, the Travel Request Form and all travel receipts must be submitted within 30 days upon return from travel. Requests submitted after this deadline will not be processed or funded. The Library Business Office will provide anyone with information about the balance in his or her travel allocation.

*(Travel Support Form on Reverse Side)*
University of Illinois at Urbana-Champaign Library
Travel Support Request            Effective: 8/21/00

Name: ___________________________ Date: ______________

Rank: ____________________________

Name of meeting and sponsor: ______________________________

Location: __________________________ Dates: ______________

Purpose:
• Basic Travel: ______________________________
• Presentation – Describe: ______________________________
• Board – Describe: ______________________________

Estimated Expenses:
Transportation: $__________ Per Diem: $__________

Lodging: $__________ Other: $__________ Total: $__________

Other Support:
Do you have any other source of support? □ Yes □ No   If yes, Amount $______________

FOR PRESENTATION TRAVEL AND BOARD TRAVEL

Approved: __________________________ Denied: __________________________

Amount Approved: __________________________

University Librarian

NOTE: Please attach all necessary original receipts. If you preregister, ask for a receipt after you arrive at the Conference. The Business Office will not accept name tags. All requests for reimbursement of travel must be submitted within 30 days of return of travel.

(Professional Travel Policy on Reverse Side)