

COSS Travel Policy 2023-2024

Professional Development/Travel Funds

Process

In order to be eligible for COSS Professional Development and Travel Funding, you must complete an Intent to Travel Form that helps in the assessment and distribution of available funds from the college. This information will also be used for approval processes through the Provost's Office. You can find the travel projection request at [Intent to Travel](#) under Faculty Resources on the COSS website.

For planning purposes, all projected travel requests for any anticipated travel via COSS Professional Development/Travel Funds for the entire Fiscal Year (June 15, 2023, through May 19, 2024) should be submitted no later than Monday, 1 April, 2024. Any travel that would be completed after May 19, 2024, should be submitted for and processed in the next fiscal year (or the traveler should seek an exemption from the dean).

Domestic travel requests should be submitted at least two weeks prior to the date of travel to ensure approval through the Provost's Office. International travel requests should be submitted at least three weeks prior to the date of travel to ensure approval through the Provost's Office. Early submission of requests for travel are encouraged!

Allocation

Departments will be allotted funds in proportion to their tenured/tenure-track faculty members at the amount of \$1,000 per tenure-line faculty member. Departments can then develop their own decision-making and internal practices to allocate these funds. We encourage departments to consider the different needs of tenure track, tenured and lecturer faculty in both travel and professional development as they develop their internal practices. These practices should be transparent, should consider equity, and should be communicated to all faculty in the department.

Please note that if your department has approved of more than the allocated \$1000 in professional development funds, this should be noted on the Intent to Travel Form and approved by the Department Chair.

Any travel/professional development expenses that exceed the amount approved by the department, must be supported by other external/grant/discretionary funding sources or will be the responsibility of the traveler/applicant to pay.

Funds do not carry forward into the next academic year and are held centrally in the Dean's Office. If you anticipate travel between May 19, 2024, and August 31, 2024, you will need to apply for funds from the next academic year or request an exception from the Dean. Please reach out if you are seeking to travel during this timeframe.

Approvals

International Travel - All international travel, regardless of funding source, requires approval of the Provost, the Dean, and the Department Chair.

Domestic Travel > \$2500 – All domestic travel, regardless of funding source, requires approval of the Provost, the Dean, and the Department Chair.

Domestic Travel < \$2500 – All domestic travel, regardless of funding source, requires approval of the Dean, and the Department Chair.

General Precautions

The traveler is responsible for ensuring that all approvals are in place prior to travel. If travel is not pre-approved, the traveler may be at risk for covering all expenses.

The Intent to Travel Form is created with a workflow to manage the approvals up to the Dean's Office. Once travel is approved by the appropriate approver given the type of travel above, the traveler may begin to set up travel per regular practices. Travel requests should be submitted no later than two weeks prior to the date of departure for domestic travel and three weeks prior to the date of departure for international travel.

Upon return, the traveler must submit the completed expense reports within sixty days by university policy. Department Administrators can provide the appropriate account numbers/chartfield strings for COSS Professional Development Funds, as well as other external sources of support.

No Cost Travel

If you travel for professional purposes/university business and an organization/individual outside of Fresno State or the Foundation are covering all expenses, formal approval is not required. However, we would ask that you keep both your department and the dean's office informed for insurance purposes.

Use of Funds for Professional Development (Non Travel)

All requests for non-travel use of professional development funds must follow University guidelines and should be approved at the department level and communicated to the Dean's Office. All reimbursement requests for non-travel professional development funds via COSS Professional Development Funds must be submitted on or by May 19, 2024.