	Title: Faculty Travel Policy & Procedure	Review Frequency: Two Years	Effective Date: 11/1/2017
	Document Category / Document Type: Policy and Procedure	Doc Control #	CON-711
		Revision #	1

1. Purpose/Objectives.

1.1. Faculty members at The University of New Mexico College of Nursing are encouraged to travel to conferences, meetings, seminars, and other professional/ business-related events ("meetings") for the sharing and dissemination of knowledge, acquiring new skills that will benefit the College community and the faculty member's professional and academic growth, and to represent the College and/or nursing profession with professional organizations. The purpose of this document is to outline the approval process for business-related faculty travel.

2. Scope.

2.1. This policy and procedure applies to all faculty at the UNM College of Nursing.

3. Content.

3.1. POLICY STATEMENT

- 3.1.1. Faculty may submit requests for professional/business-related travel funds to be provided from the Team budget with approval of the appropriate Team Chair (Chair).
- 3.1.2. College or faculty-related travel should align with the College's vision, mission, and values; the Colleges strategic planning goals; faculty-specific scholarly or clinical work; or be of overall importance to the advancement of the College.
- 3.1.3. At the beginning of each fiscal year, Chairs will review and establish a travel budget to identify required meetings and ensure sufficient funds are available. Chairs will approve faculty requests for travel based on remaining available funds and the guidelines outlined in this document.
- 3.1.4. Faculty members are encouraged to submit abstracts for poster, podium, or round table presentations during conference. In many cases, accepted presentations help defray the registration costs of attending a meeting.
- 3.1.5. Faculty must work with his/her academic team chair to determine appropriate meetings to attend and develop a budget for travel related expenses which may include but is not limited to meeting registration fees, airfare/ car mileage, hotel, ground transportation, per diem meal costs, and miscellaneous charges.
- 3.1.6. The faculty member must submit an official request to his/her academic team chair or immediate supervisor with an estimate of expenses for the travel request to be considered. Travel requests that include airfare must be submitted a minimum of eight weeks prior to the travel date for best consideration of airfare. Travel requests not including airfare must be submitted a minimum of four weeks prior to the event. Approval for requests made after the above best consideration dates are at the discretion of the team chair.
 - 3.1.6.1. Official requests should demonstrate how the travel will benefit the mission of the college.
- 3.1.7. Faculty are expected to include relevant travel expenses in the budget for any grant submissions or contracts to the extent possible within the limitations of the grant or contract.
- 3.1.8. Funding will be approved for faculty travel in consultation with their Chair using the following guidelines:
 - 3.1.8.1. In order to meet AACN/CCNE, ACME, AONE, and NONPF requirements, certain meetings are required for faculty and administrators at the College. These required meetings receive priority in determining which travel requests will be supported by the College. Cost of these meetings may be defrayed through administrative budget requests through the Dean's Office. Faculty should speak with team chairs and the Associate Dean for Academic Affairs to learn which meetings/conferences may be required. Examples of

required meetings where the College must have representation may include, but are not limited to, the following:

- 3.1.8.1.1. AACN Baccalaureate Conference
- 3.1.8.1.2. AACN Master's Conference
- 3.1.8.1.3. AACN Doctoral Conference
- 3.1.8.1.4. National Council of State Boards of Nursing Annual Conference
- 3.1.8.2. Faculty who have been invited to present or have had an abstract accepted to present at a meeting will receive first priority after required meetings.
- 3.1.8.3. Faculty who have not received funding for meeting attendance within the last two academic years will receive priority consideration travel support.
- 3.1.8.4. Faculty may attend meetings as attendees determined through discussion with the Team Chair and the availability of funds.
- 3.1.8.5. Meetings where College faculty and administrators have an official role, such as board member, conference chair, etc., will be prioritized if funding from the meeting host organization is not available to pay for travel and the meeting provides a professional benefit to the College.
- 3.1.9. Faculty with start-up or other individual funding sources provided by the CON are expected to use those funds to support travel.
- 3.1.10. Funding for travel will be provided as follows:
 - 3.1.10.1. Expenses will be reimbursed for domestic travel at the rate of one trip per faculty member per year, provided sufficient funds are available.
 - 3.1.10.2. Additional trips will be supported in full or in part based on necessity and negotiation with the team chair and if funds are available.
 - 3.1.10.3. Reimbursement will not exceed \$2,500 for any single trip with the exception of specific attendance at relevant chair-designated conferences (e.g., essential meetings appropriate to academic programs or professional interests).
 - 3.1.10.4. International travel will be reimbursed in the same manner as above (\$2,500 maximum per meeting from team budget). Additional funding for international travel may be requested from Faculty Development funds. Application for these funds may be made by submitting a request to the Faculty Affairs Committee Treasurer.
 - 3.1.10.5. For travel exceeding the limit of \$2,500 for reimbursement, considerations for additional reimbursed funds will be made on a case-by-case basis with approval from both the team chair and the Dean of the College.
 - 3.1.10.6. Amounts will be adjusted each Fiscal Year as needed in consideration of the overall budget of the College of Nursing. Interim adjustments may be necessary as well contingent upon budget availability.
- 3.1.11. In the event of limited funds or competing requests, consideration will be given to members who have not had financial support provided for travel within the last fiscal year. The chair may prioritize requests also based on consistency of the travel with the mission and the importance to the overall CON.
- 3.1.12. Faculty must maintain a record of which events/meetings they attended each year for those events/meetings for which he/she received financial support from the college. Tracking can be done through the College's Digital Measures faculty productivity database. Faculty may also work with academic team administrative staff to maintain records of travel for reporting and budgeting purposes.
- 3.1.13. Faculty who travel on official College or University business, regardless or reimbursement, are expected to disseminate information obtained at the meeting through a report to his/her Team Chair and to the College community through organizational meetings , team reports, or newsletters .

3.1.14. Faculty who attend meetings are expected to engage in recruitment activities for the College for both prospective students and future faculty. Faculty members should consult with Student Services for student recruitment materials and with Human Resources for faculty recruitment materials.

3.2. Organizational Services

3.2.1. Assist with the establishment and maintenance of the budget with the Dean.

3.2.2. Ensure approvals are obtained prior to booking travel.

3.2.3. Monitor budget in conjunction with Team chair.

3.3. Team Chair

3.3.1. Maintain travel budgets in conjunction with Organizational Services.

3.3.2. Ensure faculty are aware of professional travel opportunities.

3.3.3. Work with individual faculty to develop travel request.

3.4. Team Administrative Assistants/ Program Coordinators

3.4.1. Coordination of travel requests within individual team.

3.4.2. Coordination with Organizational Services to book faculty travel requests.

3.5. Faculty

3.5.1. Identify conferences/meetings to attend that support mission and/or vision of the College and work with team chair.

3.5.2. Book and pay for lodging and ground transportation. Will receive reimbursement upon return in conjunction with policy.

3.5.3. Submit reimbursement and travel materials to Organizational Services once travel is complete, including meeting agenda, trip itinerary, and receipts to assist with coordinating the reimbursement process.


4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
CON Organizational Services	Assist with establishment and maintenance of the budget with the Dean; ensure approvals are obtained prior to booking travel; monitor budget in conjunction with Team Chair
Team Chair	Maintain travel budgets in conjunction with Org Services; ensure faculty are aware of professional travel opportunities; work with individual faculty to develop travel requests
Team Administrative Assistants/Program Coordinators	Coordination of travel requests within individual team; Coordination with Org Services to book faculty travel request.
Faculty	Identify conferences/meetings to attend that support mission and/or vision of the College and Work with team chair; book and pay for lodging and ground transportation (will receive reimbursement upon return in conjunction with policy.); submit reimbursement and travel materials to Organizational services once travel is complete, including meeting agenda, trip itinerary, and receipts to assist with coordinating the reimbursement process.

5. Records Applicability/Retention

5.1. Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, [UAPPM Policy 6020](#), and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq.

- 5.2. Records related to account management including, but not limited to accounts payable, purchasing, reimbursements, and invoicing will be retained for six years from date of audit report is released and then may be destroyed.
- 5.3. 5.2. Organizational Services will maintain documentation regarding final budgets and expenses for all college associated travel.
6. External Reference(s).
- 6.1. [US Per Diem Rates](#)
- 6.2. [New Mexico Commission on Public Records Retention and Disposal Schedules](#)
7. Internal Reference(s).
- 7.1. <https://policy.unm.edu/university-policies/6000/6020.html>
- 7.2. UNM Policies and Procedures Manual - [Policy 4030](#): Travel
- 7.3. Regents' Policy Manual- [Section 7.7](#): Travel Reimbursement and Per Diem
- 7.4. UNM Policies and Procedures Manual: [Policy 7780](#): Use of University Vehicles
8. Definitions.
- 8.1. Reimbursement: Includes all prepaid travel arrangements (airfare and registration costs) as well as hotel, per diem, ground transportation, and miscellaneous costs not to exceed \$2,500.
9. Key Words.
- 9.1. Conference, Seminars, Academic, travel, reimbursement, budget
10. Attachments.
- 10.1. Travel Authorization Form (0: Drive)
- 10.2. Faculty Travel Reimbursement Process Flow Diagram
11. Approval Authority.

Item	Contact	Date	Approval
Owner	CON Faculty		[Y or N/A]
	CON Administration		[Y or N/A]
	Other: Click here to enter text.		[Y or N/A]
Consultant(s)	CON Leadership Team/ Department	10/23/2017	Y
Committee(s)	CON Faculty Affairs Committee		[Y or N/A]
	Staff Council		[Y or N/A]
	Other:		[Y or N/A]
Legal (if applicable)			[Y or N/A]
Official Approver	Carolyn Montoya, Interim Dean, College of Nursing		Y
Official Signature		10/26/2017	
2 nd Approver (Optional)	President pro tempore of CON Faculty	Click here to enter a date.	
Signature		Click here to enter a date.	
CON Faculty Approval:		Click here to enter a date.	
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12. Document History.

HISTORY LOG				
Date and Date Type:	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
11/1/2017: Original	1	Faculty Travel Policy and Procedure	New Document	Interim Dean, Carolyn Montoya
5/29/2020	2	Faculty Travel Policy and Procedure	Transferred Policy #6.2.1 content to revised HSC policy template and numbering system to #CON 711.	