

Handbook Section: "Professional Travel Provisions" in Chapter 4
Proposed Change: Revising Professional Travel Provisions
Source of Bill: Faculty Compensation Committee

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

**Approved by the Faculty Senate
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BRIEF SUMMARY: This bill revises the "Professional Travel Provisions" section in Chapter 4 of the *Faculty Handbook*.

REVISING PROFESSIONAL TRAVEL PROVISIONS

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the section "Professional Travel Provisions" in Chapter 4 of the *Faculty Handbook* will be replaced by this bill.

Professional Travel Procedures

Each academic year funds are allocated to every department and college on a full-time-equivalent faculty basis to help faculty members defray the costs of attending professional meetings. Each department and college should establish procedures for the distribution of travel funds. Specific requests for travel funds must be approved by the department chairperson and the dean of the college.

All travel outside of the continental United States requires prior written authorization from the provost. All travel, both outside and within the state of Missouri, except local travel, requires prior written authorization from the appropriate supervisor. Unless otherwise required by the appropriate supervisor, authorization when such travel is necessary to job requirements is assumed for travel within the University's service area (as defined by Missouri statutes) or within a 150-mile radius of the campus.

Satisfactory arrangements for missed classes are to be made by the faculty member and recorded on the Travel Authorization Form and/or Request to Be Away from Assigned Duties form which must be approved by the department chairperson, dean, and provost if traveling internationally.

For more information on travel reimbursement, consult the Business Policies & Procedures OP 07-02; Travel Procedures (semo.edu/finance-admin/_pdfs/finadm-07-02-travelprocedure.pdf).

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Action	Date
Introduced to Senate	1/31/2024
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	