

**COLLEGE OF ARTS AND LETTERS
TRAVEL POLICY 13-14
Adopted by the CAL Council of Chairs 8/25/2011**

The following is a summary of the College of Arts and Letters policy for awarding travel funds to faculty for professional meetings and conferences.

Eligibility

Tenured/tenure-track faculty
FERP during the semester they are teaching
T/TT Faculty on sabbatical, Difference-in-Pay leaves, or LWOP

Limit

\$1,500 per traveler in fiscal year 2012-13 (July 1, 2013, through June 30, 2014)

Reimbursement rates

- 100% Delivering a paper
- 90% Delivering a prepared critique
- 80% Participating as an officer
- 70% Chairing a session, symposium, or panel
- 60% Other acceptable participation

Funds will be awarded for one category only per trip.

Deadline for funds application

February 28, 2014

How to apply

Funds are requested by forwarding the following forms to Evelyn Bareño in the Dean's Office:

- T2
- CAL 13-14 Request for Travel Funds
- Documentation confirming participation in the professional meeting/ conference

Please note that the T2 and the CAL 13-14 Request for Travel Funds must be signed by the department chair.

All travel reimbursement policies as set forth by SDSU Accounts Payable and by the State of California will apply.

The Dean's Office will notify the department that the request has been approved after the Dean has signed the T2.

This year the college will use Foundation funds for travel expenditures.

Completed SDSURF Travel Reimbursement Requests will be submitted to the department coordinator, who will submit them to Evelyn Bareño in the Dean's Office for processing.