

## Procedure for Faculty Travel

**Procedure Title:** Faculty Travel

**Department Responsible:** College of Education

**Contact Person and Title:** Department Head and Director of Financial Affairs

**Procedure:** The College of Education requires that a Travel Leave Authorization Form must be submitted and approved prior to the faculty member leaving a UA campus to engage in activities. This form must also be submitted by students who travel or provide services under university contracts or on behalf of UA. Individuals must submit the Travel Leave Authorization Form (<https://education.ua.edu/facultystaff/financial-forms/>) prior to the anticipated date of travel. Travel is not an entitlement. It is a benefit that the College provides to faculty to encourage national visibility.

All travel must be approved in advance by the Department Head and Director of Financial Affairs, with an indication by the faculty member as to how he/she/they will cover classes missed. This approval is granted by completing the Travel Leave Authorization Form.

Before any travel, leave, or consulting is done, the traveler must complete the Travel Leave Authorization Form (<http://education.ua.edu/facultystaff/>). Unauthorized travel expenses will not be reimbursed.

If a state-owned vehicle is to be used, the traveler completes the Application for Use of State-Owned Automobile for Official Business Only form ([http://financialaffairs.ua.edu/aux\\_svcs/transportation/fleet/pages/vehicle\\_rental.html](http://financialaffairs.ua.edu/aux_svcs/transportation/fleet/pages/vehicle_rental.html)).

Documents are submitted as follows:

- a. If grant monies are involved, all forms are submitted to the Project Investigator for his/her/their approval and signature prior to being submitted to the Department Head.
- b. If standard College funds are involved, all documents are submitted directly to the Department Head for approval and signature.

If the Department Head approves, the documents will be submitted to the Director of Financial Affairs for processing.

Upon return from a trip, the traveler completes the appropriate expense documents and submits them to the Program Assistant in the appropriate Department to put in the Concur system.

**What Policy is Connected?** <https://accountspayable.ua.edu/travel-policy/>

**Scope:** College of Education Faculty