

## Graduate Travel Policy – Department of English

Purpose: To establish clear guidelines for faculty travel in the Department of English. Travel dollar allocations will be based on the University-designated departmental travel budget and this departmental travel policy. This policy applies to all tenured faculty, tenure-track faculty, senior lecturers, lectures, and per-course lecturers.

- Travel allocation time frame based on the University fiscal year – September 1<sup>st</sup>- August 31<sup>st</sup>.
- All travel requests must be submitted to the departmental Travel Assistant at least 30 days prior to date of departure.
- Foreign Travel Liability Form must be submitted with travel request for any trip OUTSIDE the United States.
- To qualify for travel funding faculty member must present a paper or participate in a reading or roundtable and be listed in the event program with Texas State University as the affiliated institution unless otherwise approved by the English Department chair. Proof of Texas State University affiliation must be submitted with travel receipts.
- Faculty member must comply with Texas State University Travel Office policies and the State of Texas Travel Allowance Guide. (<http://www.txstate.edu/gao/ap/travel/procedures/Travel-Policies---Procedures.html>)
- All travel receipts must be submitted to the departmental Travel Assistant no later than 2 weeks after last day of approved travel.
- All expense reports must be generated by the department designated Travel Assistant.
- All expense reports saved and sent for approval by faculty member are final. Any monetary discrepancies noticed by faculty member must be addressed to the Travel Assistant or English Department chair prior to receiving reimbursement. By saving and sending expense report for approval you are acknowledging and accepting that travel reimbursement amount is accurate.

I agree to comply with Texas State Travel policies, the State of Texas Travel Allowance Guide, and the Department of English travel policy.

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Print Name

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Date

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Signature

**Return form to the English Department's Travel Assistant no later than September 30.**