FACULTY TRAVEL POLICY

**DEPARTMENT OF PSYCHOLOGY**

(approved without dissent in faculty meeting on April 6, 2015)

(modified without dissent in faculty meeting on September 12, 2016)

(modified without dissent in faculty meeting on September 11, 2017)

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

**DISTRIBUTION OF FUNDS:**

 **Tier I Travel - $1600 Allocation**

* Faculty who have empirical papers or posters accepted for presentation. Typically, these presentations involve research findings (i.e., data) that have not been presented elsewhere.
* Conference program chairs or professional organization officers whose attendance is essential for the successful operation of the conference.
* Faculty performing professional service as discussants in academic paper presentations or as invited presenters for panel sessions.

 **Tier II Travel - $800 Allocation**

* Attendance at events that clearly enhance the faculty member’s professional development as related to teaching, research, or service.

**GENERAL INFORMATION:**

* Faculty must comply with Texas State Travel Office policies and the State of Texas Travel Allowance Guide (<http://www.txstate.edu/gao/ap/travel/>).
* All travel requests should be initiated using a web-based departmental form at: <http://www.psych.txstate.edu/faculty/requests/travel.html>.
* Faculty may receive funds from only one tier per fiscal year and may not combine tiers within a single fiscal year.
* Faculty may attend multiple conferences and divide the allocation within a tier (Example: Tier I is appropriate for two conferences and the allocation is divided at $800 for each conference).
* To qualify for Tier I travel funding, a faculty member must be listed as an author in the event program with Texas State University listed as the affiliated institution, and must have published at least one peer-reviewed journal article, book chapter, or book within the preceding 3 years.
* All reimbursable travel-related expenses (e.g., transportation, lodging, per diem, registration, printing, abstract fees, etc.) are subject to the limits above.
* Reimbursement for travel-related expenses occurs following completion of travel
* Travel allocation time frame is based on the University fiscal year – September 1st to August 31st.
* The Psychology Department chair shall notify faculty members if deviation from this policy is needed to address unusual budgetary circumstances.