PPS 3: Teaching/Research/Service  
PPS 3.08. Allocation of Funds for Travel and Professional Dues and Certifications/Licenses

01. PURPOSE

Funding for reimbursement of Department of Accounting-related travel and professional dues and certifications/licenses is typically limited. This policy describes the priorities for reimbursement of expenses incurred by Department of Accounting faculty for travel, professional dues, and certifications.

02. TRAVEL FUNDING

Departmental budget constraints must be considered in all decisions about travel reimbursements. Subject to availability, travel will be reimbursed as described below.

Travel for activities described in Tier 1 will be given the highest priority. After all Tier 1 travel has been reimbursed, travel for the activities described in Tier 2 below will be reimbursed. Tier 3 travel activities will be reimbursed if monies remain after funding all Tier 1 and Tier 2 travel.

**Tier 1 Travel**

All departmental faculty:
- Peer-reviewed papers potentially leading to publication, U.S. conferences/meetings
- Student organization-related travel (see APPS3.05.01)

Non-tenure track faculty:
- Curriculum and professional presentations at national or state organizations

AACSB coordinator:
- Accreditation-related conference/meetings

**Tier 2 Travel**

All departmental faculty:
- Other presentations and panels, U.S. conferences/meetings
- Organizational officers, U.S. conferences/meetings
- AACSB conferences directly related to the needs of the department

**Tier 3 Travel**

All tenured and tenure-track faculty not funded for travel during the current academic year for Tier 1 or 2 activities:
- Maximum of one presentation (discussant, forums, etc.) at U.S. conferences/meetings
03. PROFESSIONAL DUES, CERTIFICATIONS, AND LICENSES

Departmental budget constraints must be considered in all reimbursements of professional dues, certifications, and licenses. Subject to funding availability, the priority for reimbursement will be:
1. All departmental faculty: Texas professional license renewals
2. All departmental faculty: Certifications (up to three in teaching area)
3. Professional organization dues
   • Tenured & Tenure-track faculty: Up to two per year
   • Non-tenure track faculty: one national or state organization

CERTIFICATION STATEMENT

This APPS has been approved by the reviewers listed below and represents the Accounting Department policy and procedure from the date of the document until superseded.

Review Cycle: September 1, E5Y
To Be Reviewed: September 1, 2022

Governance Review: ____________________________ Date: _______________

Approved: ________________________________ Date: ________________

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