

# Faculty Travel Document

City College of San Francisco  
Academic Senate Faculty Travel Guidelines and Regulations (Fall 1999)

## I. Criteria

The Allocation of Faculty Travel funds is based on the view that it is in the best interests of the faculty, the administration, the students and the taxpayers to economize maximally without sacrificing the imperative for professional growth.

1. The allocation of funds for travel is based on the value of the trip to the students, the faculty member, the Department, and the College in general.
2. Only actual and necessary travel expenses are covered; these costs must not include luxury accommodations, first-class travel rates, etc.
3. Faculty whose expenses exceed the criterion stated above will be expected to pay any additional costs.

## II. Allocation

The Academic Senate Faculty Travel Fund is administered exclusively by the Academic Senate. The fund is provided annually by the District to the Senate and is at least one-half of the total budget allocation for all District travel. For example, if the District allocates \$70,000 for all District travel, then the Senate receives at least \$35,000.

At the beginning of the Fall semester, an annual total dollar figure for faculty travel is forwarded by the Provost to the Faculty Travel Chair (or to the Academic Senate President if the Faculty Travel Chair is not known at that time).

The Faculty Travel Fund is administered by the Academic Senate Faculty Travel Committee which is the Academic Senate Executive Council; however, the administration of this fund is delegated to the Faculty Travel Chair. During the Fall semester the Faculty Travel Committee, through the Faculty Travel Chair, will establish a reserve fund to be taken from the annual allotment. This reserve fund will be reallocated by April 1 of each fiscal year (see Reallocation).

The Faculty Travel Committee, through the Faculty Travel Chair, allocates funds to Departments as follows: An initial minimum allotment will be made to each Department (as identified by the Department Chair Council, expanded as needed by the Academic Senate Faculty Travel Committee, through the Faculty Travel Chair). Additional allocation is proportional to the percentage of full-time equivalent (FTE) faculty in each Department. In order to announce funding in a timely manner, FTE figures are based on the previous year's Fall semester numbers as provided by the Office of Instruction. As soon as possible, the Office of Instruction will inform the Academic Senate of the Fall

term's total travel funds so the Academic Senate can plan their allocations and the Department budgets can be calculated.

During the Fall semester, each Department allots its assigned budget according to its own Departmentally determined policy--except that no faculty member may be awarded more than a total of \$500 during the Fall, whether the faculty member makes one or several requests.

### III. Reallocation

At the end of the Fall semester, unexpended or unencumbered travel funds will be deallocated from Departments and added to a general faculty travel fund to be disbursed by the Faculty Travel Chair on a first-come/first-served basis for the remainder of the academic year. Before the end of the Fall semester, a letter will be circulated by the Faculty Travel Chair to all Department Chairs reminding them to encumber their travel fund by submitting requisitions for specific travel needs. Whether a faculty member makes one or several requests during the Spring, he or she will be awarded not more than a total of \$200 from the general faculty travel fund. The Faculty Travel Committee, through the Faculty Travel Chair, will grant travel from reallocated funds for the following reasons:

1. Trips of value to the whole College
2. Faculty member at meetings related to program
3. Officers of organizations
4. Individual/professional development

### IV. Summer Travel

Summer travel is allowable under certain conditions and restrictions:

1. Summer travel funds are available only to tenured faculty or faculty under contract for Summer session.
2. Reimbursement for Summer travel is paid for out of the following academic year's budget.
3. Before summer travel funding can be authorized, the Provost informs the Academic Senate of the budget for Academic Senate Faculty Travel for the following academic year.
4. The traveler consults with the Department Chairperson about the travel.
5. The traveler secures the approval and signatures of the Department Chair and Faculty Travel Chair, and Provost if a substitute is required, before the end of the Spring term.
6. All regulations and limitations on disbursements that are in effect in the academic year are understood to be in effect in the Summer.

### V. Eligibility

1. All Senate members, full-time as well as part-time faculty, are eligible to use faculty travel funds (except as noted above under Section IV, Summer Travel).
2. Senate members are defined by Article I in the Bylaws of the Academic Senate of CCSF.
3. Faculty members on sabbatical, 100% reassigned time or other leaves are not eligible to use faculty travel funds.

## VI. Travel Guidelines

These travel guidelines are for use in developing uniformity, not inflexible rules.

1. The Faculty Travel Committee delegates approval and accounting responsibilities to the Faculty Travel Chair.
2. In order to compensate the faculty member for performing the duties of this position, the Faculty Travel Chair receives 0.1 FTE as reassignment or overload (as selected by the Faculty Travel Chair).
3. A Requisition and Travel Order Form should be submitted to the Faculty Travel Chair at least 4 weeks prior to the planned travel. Requests submitted fewer than 4 weeks in advance may not be honored.
4. The Faculty Travel Chair recommends reimbursement for attendance at professional meetings held any time from the first day of the Fall semester through the last day of the Spring semester, although under certain circumstances Summer travel reimbursement may be approved (see Section IV, Summer Travel). It is strongly recommended that the faculty member refrain from traveling during the first two weeks of an assignment.
5. Generally, approval is granted to attend meetings which last from one to three consecutive teaching days (e.g., Wednesday through Friday, Thursday through Monday). It is strongly recommended that faculty limit travel to three consecutive teaching days. If a faculty member requests to attend a meeting that extends beyond three consecutive teaching days, he or she must consult with his or her Department Chair and the Provost; both the Department Chair and the Provost must indicate their agreement on the Requisition and Travel Requisition prior to its being forwarded to the Faculty Travel Chair for consideration.
6. Requests for retroactive funding may not be honored.

## VII. Overview of Travel Request Procedure

1. Faculty member fills out a Requisition and Travel Order Form and forwards it to the Department Chair.
2. The Department Chair closely examines the application to be sure that the trip meets the criteria (stated above).
3. The Faculty Travel Chair ascertains if all guidelines have been met and if yes, fills in the dollar figure approved by the Department Chair (or lesser amount if warranted), signs and forwards the original form to:
  - (a) the District Business Office, or

- (b) to the Provost--ONLY if the faculty member has made a request for a substitute. The Provost decides if the College will approve replacement of instruction time. If the application is approved, the Provost signs and forwards the request to the District Business Office. If the application is denied, the request, with a written explanation for the denial, is returned through the order of signatories. The Faculty Travel Chair sends copies of the signed requisition to the traveler and to the Chair so that they may know that the requisition has been approved. No travel should take place prior to approval.
4. District Business Office sends a copy of the approved Travel Order and a Travel Expense Voucher to the faculty member, with instructions for filling out the voucher.
  5. Faculty member then goes on the trip and fills out the voucher, collecting all the required receipts and documentation as instructed.
  6. Faculty member sends the completed Travel Expense Voucher to the District Business Office for processing. The faculty member must attach ALL supporting documents. The faculty member should return all paperwork to the District Business Office within ten working days of attendance at the conference or meeting.
  7. Reimbursement is distributed from the District Business Office. (See Accounting Department for further information.)

#### VIII. Travel Requisition Changes and Amendments and Transfers

1. Requests for reimbursement greater than the amount authorized by the Faculty Travel Chair will not be honored.
2. Travelers who cancel approved travel may transfer the funding to other travel opportunities under certain limited conditions
  - \* (a) The traveler fills out a new travel requisition and writes a memo to their Department Chair requesting the change of plans.
  - \* (b) If the change is approved, the new travel requisition form is signed by the Department Chair and sent to the Faculty Travel Chair with a copy to the Dean.
  - \* (c) All other regulations still apply to amended travel plans, including the funding limits and the four week advance notice before the new travel date.
3. Changes in travel plans that are not approved by both the Department Chair and the Faculty Travel Chair may result in the travel not being reimbursed.

#### IX. Travel Request Procedure and Responsibilities for All Faculty

1. Read the current Faculty Travel Regulations before filling out the Requisition and Travel Order Form.
2. Fill out a Requisition and Travel Order Form and forward it to Department Chair. Submit written request at least 4 weeks prior to the planned travel.
3. Keep personal copies of all forms and documents related to this travel.
4. Estimate expenses carefully; reimbursement cannot exceed the pre-approved amount. Refer to the regulations (below) which explain amounts and limits to travel expenses. The Faculty Travel Chair is available for answering or referring questions about faculty travel.

5. The receipt of a copy of the Requisition and Travel Request Form with the Department Chair and Faculty Travel Chair's signatures and, if substitutes are requested, the Provost's approval, informs the faculty that the travel has been approved and is reimbursable for the amount approved by the Faculty Travel Chair.
6. The District Business Office will send a copy of the approved Travel Order and a Travel Expense Voucher with instructions for filling out the voucher. After travel is complete, follow instructions, attach all supporting documents and send form with documentation to the District Business Office within ten working days of attendance at the conference or meeting.
7. Inform Department Chair of any change in an approved request, such as a change of date. The Travel Expense Voucher may not be honored if it differs from original Requisition and Travel Order Form.
8. It is possible to cancel an approved trip and replace it with another. Follow procedures listed in the Academic Senate Faculty Travel Guidelines and Regulations under Section

#### VIII, Travel Requisition Changes, Amendments and Transfers.

9. Inform Department Chair and the Faculty Travel Chair if approved travel plans are canceled.
10. In the event that a travel request is NOT approved by the Department Chair, the decision may be mediated in a meeting with the Department Chair and the Dean.
11. In the event that substitute time is NOT approved by the Provost, the decision may be appealed in a meeting with the Provost, the Department Chair and the Dean.
12. The Dean is available for consultation throughout the process.
13. Please plan to share experiences and learning with colleagues. Some suggestions are: present a Flex workshop; organize a lunch time discussion; write an article for the Department's newsletter or City Currents; share knowledge at a Department or Shared Governance meeting.
14. Department Chairpersons who are traveling under the Academic Senate Faculty Travel funds must have their travel request approved by their respective Dean, and the Provost when substitutes are required.

#### X. Department Chair's Responsibilities

1. Early in the Fall semester, or in the Spring Semester when possible, inform faculty of the amount of the Department's total annual travel budget. The Faculty Travel Chair will announce the Department's exact amount as soon as it is known, either in late Spring of the previous term or early in the Fall semester.
2. Approve/disapprove travel requests from faculty members, using current Academic Senate Faculty Travel Regulations as a guide.
3. Department Chairpersons who are traveling under the Academic Senate Faculty Travel funds must have their travel request approved by their respective Dean, and the Provost when substitutes are required.
4. Determine the dollar amount to be allocated to each request, based upon Department's total annual travel budget. Many Department Chairs work out their allocation procedures and amounts in consultation with Departmental faculty representatives.

5. Maintain records of travel requests, actual travel funds used, and overall travel budget for the Department.
6. Inform the Faculty Travel Chair and Dean of any change in a previously approved request, such as a change of date. A Travel Expense Voucher may not be honored if it differs from the original Requisition and Travel Request.
7. Inform the Faculty Travel Chair of any requests that are canceled.
8. If a traveler has canceled an approved trip and requested that the funding be reallocated to a different trip, inform the Faculty Travel Chair.

#### XI. Dean's Responsibilities

1. Review travel requests in order to be kept advised of all travel that is taking place in the area of responsibility. Keep copies of Requisition and Travel Request Forms received in order to be able to discuss them with Department Chairs as needed.
2. Be available to consult with Department Chair as requested by Department Chair, Faculty Travel Chair or Traveler as needed.
3. Department Chairpersons who are traveling under the Academic Senate Faculty Travel funds must have their travel request approved by their respective Dean.
4. Approve Department Chair's faculty travel request by signing the Requisition and Travel Order Form and forwarding it to the Faculty Travel Chair or, if a substitute is requested, to the Provost. Disapproval should be discussed with appropriate persons.

#### XII. Provost's Responsibilities

1. Approve/disapprove travel requests by faculty for substitute(s) for replacement of instruction time.
2. When a faculty request for substitute(s) is approved, the provost sends a copy of the signed Requisition to the traveler so that the traveler may know that the requisition has been approved. A copy is also sent to the Department Chair.
3. When a request for substitute(s) is refused, return the Requisition for Travel Order form through order of signatories, with an attached written justification for the refusal.
4. When a faculty request for substitute(s) is denied, be available to discuss the decision with the Department Chair and the faculty as appropriate.
5. Inform the Academic Senate of Fall budget for faculty travel as soon as possible.

#### XIII. Faculty Travel Committee's Responsibilities

1. Authorize funds to each Department per regulations through the Faculty Travel Chair who will record decisions of allocations, deallocations, and spending of reserve funds, for inclusion in an Annual Report to the Executive Council of the Academic Senate.
2. Update the Academic Senate Faculty Travel Regulations. Any change in Academic Senate Faculty Travel Regulations must be approved by majority vote of the Academic Senate Executive Council.
3. Make decisions about funding allocations that affect the Senate.

#### XIV. Faculty Travel Chair's Responsibilities

1. Send written notification as soon as possible to inform each Department Chair of his/her Department's total annual faculty travel budget.
2. Be available to Department Chairs to discuss options for allocating the funds within the Department.
3. Approve, disapprove, or refer travel requests promptly. Maintain records of all allocations, reallocations, travel requests, and any other information necessary for an audit.
4. The Faculty Travel Chair sends the original of each approved requisition And Travel Order Form to the District Business Office for further processing.
5. The Faculty Travel Chair sends a copy of the signed requisition to the traveler so that the traveler may know that the travel has been approved.
6. If the funds or exhausted, or the traveler has already met the allocation limit, the Faculty Travel Chair returns the requisition to the traveler with a memo explaining the denial, and sends a copy to the Department Chair.
7. Request Department Chairs to submit travel requisitions and remind them that unused funds will be deallocated. Publish reminders in City Currents.
8. Inform Department Chair when that department's funds are spent.
9. Answer questions, provide information or refer faculty and administrators to information sources as requested.
10. Develop accounting controls in concert with the District Business Office and keep accurate records. Reconcile records with the District Business Office on an ongoing basis. Inform DOB of any requests that have been canceled.
11. Bring Annual Report to the Executive Council of the Academic Senate.
12. Discuss problems or concerns with the Academic Senate Faculty Travel Committee and follow the committee's advice, decisions and regulations.

These Academic Senate Faculty Travel Guidelines and Regulations have been read and found acceptable by the Academic Senate, the Department Chair Council, and the Administration for City College of San Francisco in the Fall semester of 1999.

Frances F. Lee, Provost

Raymond J. Berard, Academic Senate President

Darlene F. Alioto, Department Chair Council Chairperson

Addendum: District Regulations - Fiscal Year 1998-1999

The following regulations originate at the District Business Office, and are applicable to all City and County of San Francisco employees. Per Diem limits vary according to destination. call the District Business Office (415-241-2297) for the latest amounts as listed in the Per Diem Manual.

**Reimbursement:** The traveler will be reimbursed only for the actual and necessary travel expenses incurred for the authorized travel.

**Receipts:** Paid receipts must accompany the Travel Expense Voucher. Canceled checks and credit card receipts are not valid paid receipts. Registration Fees must be supported by a receipt. Please include a copy of the agenda or program of the meeting or conference. Hotel Bills must be supported by a receipt and will be reimbursed according to current District policy. A request for reimbursement in excess of policy

amount must receive prior approval from the Chief Financial Officer. Personal phone calls are not reimbursed. Meals shown on hotel bills must be indicated separately on the Travel Expense Voucher.

**Transportation:** The mode of transportation must be stated whether transportation is claimed or not claimed.

**Transportation by Air:** Cost of air transportation must not exceed coach or economy fares. The passenger ticket must be attached to the Travel Expense Voucher.

**Transportation by Personal Car:** If a personal automobile is used instead of a public carrier in order to attend meetings, the driver claiming reimbursement must give the make, model, year, license number of automobile used, total mileage, beginning and ending odometer reading, and the starting and ending point of travel. In such cases, the claim cannot exceed the equivalent of such a trip by the most efficient, direct, and economical mode of transportation required by the occasion. Mileage allowed will be in accordance with the schedule of distances furnished by the National Automobile Club. If two or more faculty are authorized to attend the same meeting and travel in the same automobile on the same trip, mileage will be allowed provided such mileage claim does not exceed the aggregate fares for the most efficient, direct, and economical mode of public transportation required by the occasion. The mileage is to be claimed by the driver only. Reimbursement for mileage is reimbursed according to District policy; at this time it is 32.5 cents per mile. Receipt is required to reimburse for off-street parking (parking lot and/or garages) and for bridge tolls.

**Bus, Baggage and Taxi:** The daily cost of busses and handling of baggage in and out of hotel do not require receipts. When local taxi fares are claimed, an explanation should be made as to the necessity and a receipt is required. When transportation is reported by personal automobile, local taxi fares are not reimbursed. Gratuities cannot be reimbursed.

**Meals:** Per-diem covers the cost of food and miscellaneous expenses. The per-diem rate depends on the travel location and is referenced in the City College Official Lodging and

Per-Diem Manual. When travel does not require lodging, meals will be reimbursed only if the conference or meeting was attended directly prior to and directly after the meal.