

## UW-Stout Academic and Student Affairs travel policy (updated 9/29/17)

The purpose of this policy is to ensure that we are following UW System requirements, and that supervisors have the information they need to monitor and approve travel costs, and are aware of employee travel schedules.

From UW System Administrative Policy 405

“Prior to making travel arrangements, travelers must obtain approval for business travel from the traveler’s designated approving authority. .... It is the traveler’s responsibility to follow all internal travel approval procedures prior to making trip reservations.”

ASA procedures for travel approval

- Prior supervisor approval via a travel authorization is required prior to any expenses being incurred for any international business travel on behalf of UW-Stout. (Note that international health insurance must also be purchased prior to international travel; please consult with the Office of International Education if you are planning a trip outside the country.)
- For other travel on behalf of the University, a travel authorization is not required, but the supervisor and budget manager for the unit or department must be notified about the planned travel via email or travel authorization, and the supervisor must respond granting approval, prior to incurring any travel expenses. The supervisor must be provided adequate time (typically, a minimum of five business days prior to the proposed travel) to respond in case they need to deny the request, or have other concerns about the proposed travel.
- When faculty or instructional academic staff are traveling during the academic year, the notification needs to include plans for classes if the individual will be missing classes during the period of travel.
- For those areas where individual travel is a regular-part of job responsibilities, the supervisor develops a practice where notice is provided and the budget manager is aware of the expenses. (For example, Discovery Center, Admissions, Stout Vocational Rehabilitation Institute, student-teaching supervisors, field-experience and/or co-op supervisors.)
- Lack of prior approval of travel could result in travel expenses being denied.
- All travel and travel-reimbursement is subject to policies and regulations, as outlined by the Office of Business and Financial Services.

Other Information:

Unit leaders are encouraged to create an annual travel plan for their units that articulates the alignment of travel with university strategic plan priorities.

Generally eligible for approval, if funding is available:

- Travel funded through an internal or external grant
- Travel funded from another external source
- Travel to support research, creative activity, or other scholarly work of tenure-track faculty
- Travel to prepare for accreditation or other external evaluation of the institution
- Travel for continuing education to maintain eligibility for licensure or certification related to a person's job-related duties
- Travel necessary to attend a meeting or conference to remain current with new regulations and rules that are related to the person's position, if an alternative means for garnering that information, such as a webinar or the review of written documentation, is not available.

Considerations for approval of travel not falling within the previous categories:

- Connection of travel to a University-wide plan intended to increase institutional resources
- Whether more than one person is planning to attend an event
- Whether other options are available to reduce the travel expense
- Whether the person is presenting at a meeting, conference, or other event, and the significance of the presentation
- Cost
- Overall volume of University-funded travel requested by an individual using institutional funds
- In general, whether you would feel comfortable defending the use of state funds/tuition dollars for the travel to a reporter, a group of tuition-paying students, or another University stakeholder.